

May 20, 1996

Dear Colleague:

I am pleased to enclose the 1996 Competitive Discretionary Program Application Kit of the Office for Victims of Crime (OVC). OVC's complete 1996 Program Plan was published in the Federal Register on May 9, 1996. We hope that the programs included in this kit will build on past progress in the victims' field, respond to critical needs voiced by victims and service providers, and help to implement promising programs for victims that can be replicated in various communities nationwide.

Many of the ideas for these programs grew out of dozens of meetings with constituent groups around the country and were developed in partnership with other agencies. Information gathered while developing the *National Crime Victims Agenda* has also shaped these solicitations. The *Agenda* is a major OVC project, begun in 1995, to update the *1982 Final Report of the President's Task Force on Victims of Crime*. It will identify landmark reforms and promising practices in the area of victim service and advocacy, capture emerging issues that will challenge the field in the ensuing decade, and generate long term guidance both for OVC policy and for practitioners.

This year's kit announces the office's first major demonstration project, *Victim Services 2000*, through which OVC will construct and test a customized blueprint for community-based, integrated service environments for crime victims. The kit also includes major initiatives to improve the response of communities and the juvenile justice system to victims of juvenile offenders and gang violence. The needs of specific victim populations are addressed by a series of projects in the areas of sexual assault, stalking, cultural considerations, and disability. There are also a number of open-ended solicitations, including the Field Generated National Impact Projects and Action Partnerships with Professional Organizations, which are intended to solicit new ideas and involve new groups of professionals in serving crime victims.

We believe that the 1996 Application Kit is OVC's most expansive to date and are excited by the promise it holds for advancing justice and healing for all of our nation's crime victims. I look forward to working with you in the coming year.

Aileen Adams
Director

Directions for Requesting Information and Application Kits

Office for Victims of Crime (OVC)

Competitive Discretionary Grant Programs for 1996

Each of the programs described in Section I, Program Announcement is assigned to an OVC Program Manager who has carefully researched and developed the solicitation. For substantive questions about individual solicitations, please contact the appropriate Program Manager. Names and telephone numbers of all Program Managers are listed at the end of each solicitation.

If you or your organization plan to publicize this kit or any of the program descriptions in journals, periodicals, newsletters, on the Internet, or in any other form, contact the Program Manager responsible for that program and verify that the information you plan to make public is correct. Incorrect and misleading information published about the goals of OVC's discretionary programs in prior years has resulted in grant applications that are not responsive to the solicitation and cannot be considered. We wish to avoid this waste of applicants' precious resources.

For general information or to request additional application kits or forms, call Diane Wells at 202/616-1860 or Yvonne Jones at 202/616-3566 or write to: Office for Victims of Crime, 633 Indiana Avenue, NW, Washington, D.C. 20531.

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Introduction

The Office for Victims of Crime (OVC) was created by the Victims of Crime Act of 1984 (VOCA) to help ensure justice and healing for our nation's crime victims. In carrying out this mission, OVC provides funding for crucial victim services, supports training for the diverse professionals who work with crime victims, and develops projects to enhance victims' rights and services.

OVC administers two formula and many discretionary grant programs designed to benefit victims. These programs are funded by the Crime Victims Fund, which comes from the fines, penalty assessments, and bail forfeitures of federal criminal offenders -- not from tax dollars. In Fiscal Year 1996 (FY96), OVC has about \$233 million to support critical services to crime victims and national scope training and technical assistance activities. Three percent of all VOCA funds collected in a given year are designated for training and other assistance to expand and improve the delivery of services to crime victims, including victims of federal crimes.

This kit describes all of OVC's competitive discretionary grant programs but does not include descriptions of continuation projects and non-grant activities. A summary description of all of OVC's discretionary activities for FY96 was included in the Federal Register Notice of May 9.

Application Process

This application kit provides the necessary information and guidance for the preparation and submission of an application for an OVC discretionary program award. The kit should be used in conjunction with the Office of Justice Programs (OJP) Financial Guide. Copies of the Guide are available from the Department of Justice Response Center, 1-800-421-6770.

Section I of the application kit describes competitive programs, serves as a request for new proposals, and outlines program specific requirements. Section II presents general application requirements and includes the necessary application forms. Section III tells how to submit a concept paper for consideration in Fiscal Year 1997. To receive additional application kits, please call 202/307-5983 or write to: Office for Victims of Crime, 633 Indiana Avenue, NW, Washington, D.C. 20531.

Due Dates

Applications for competitive programs ***must be received*** in OVC's mailroom in 633 Indiana Avenue, NW, Washington, D.C., 20315 by 5 p.m. on July 15, except for the Field Generated National Impact Projects and the Action Partnerships with Professional Organizations. Applications for these two projects are due at OVC by 5 p.m. on September 1. Concept papers must be submitted to OVC by October 1, 1996 or February 1, 1997. Applications can be mailed or hand-delivered. The point of contact for hand-delivered applications is James Stanfield in Room 303, 633 Indiana Avenue NW, Washington, D.C.

Eligibility Requirements

Applications are invited from public and private non profit agencies and organizations. Applicants must demonstrate that they have the expertise and prior experience to accomplish successfully the project grant for which they are applying. Some of the individual program descriptions list specific eligibility requirements that applicants must meet.

Applicants who have questions about grant application requirements or who need assistance in completing the forms may contact Diane Wells, Administrative Officer at 202/616-1860. For further information about specific grants, you may contact the OVC staff member identified at the end of the program description.

Section I: Program Announcement

VICTIM SERVICES 2000 (Grant)

Award Amount: In FY96, \$100,000 each for at least two demonstration programs; based upon grantee performance and availability of future funds, **substantial** continuation funding will be available for four subsequent years.

Award Period: One year, with potential continuations for four additional years.

Purpose: To support the development of a comprehensive victim service system in a minimum of two communities, at least one to be located in an urban setting and another in a rural area, which will serve as training sites for other communities interested in implementing similar victim-centered programs.

Background: With criminal and juvenile justice systems that focus almost exclusively on offenders, it is frequently the case that victims must struggle to discover what rights they have, what services and other resources are available to them, and how they might access those services and resources. Victim services are often fragmented and isolated from one another. While the criminal and juvenile justice systems direct considerable governmental resources toward meeting the needs and rights of offenders, they often assume no countervailing responsibility to assist victims.

With limited funds and staff, victim service agencies are often able to provide better, more customized assistance to individuals when they coordinate or collaborate with one another, with criminal and juvenile justice agencies, as well as others who deal with crime victims. Many service providers find they can leverage resources and improve the quality of their services through these collaborative relationships. In some communities, local agencies have developed collaborative agreements that have enabled them to move beyond a crisis or incident oriented approach and offer integrated, long term services to support victims through the healing process.

Involvement of the community is a critical factor in addressing the needs of crime victims and of building an effective response to crime and its prevention. Official criminal and juvenile justice agencies have vital roles in dealing with crime, but they can be strengthened by sharing some of their responsibilities for maintaining public peace and harmony with concerned citizens and other public and private agencies. In fact, the process of local citizens and agencies joining together to aid their victimized neighbors can actually build community cohesion, and may even serve to inoculate a community to some extent against future criminal activity.

Some communities have developed innovative community responses to assisting crime victims. One type of response is the creation of a “one-stop” center where victims can have most of their service needs met. In this model, service providers are clustered in one place and coordinate their activities at and from this central location. With this approach, victims become the primary focus of the process and can be assisted in a holistic manner.

Other communities have developed an integrated restorative or reparative approach to dealing with crime, offenders, and victims that involves the community as an active

participant in the justice process and concentrates on repairing the harm caused by crime to the victim and the community.

Goal: To improve the range, quality, and accessibility of services available in the community to all crime victims by:

- a. Strengthening collaboration and cooperation among agencies and organizations that work with crime victims to build an effective system of services;
- b. Supporting the development of services and programs currently unavailable to assist victims, as additional components of an integrated system; and
- c. Increasing the awareness of the community of the needs and rights of victims.

Program Strategy: The Victim Services 2000 initiative aims to build a network of comprehensive, integrated services for crime victims that can flexibly respond to victims with interrelated needs. It will provide a support system for victims that is respectful and culturally competent. Services will be available in community settings that allow easy access and simplified intake procedures.

The program has three major phases: community planning and model development, component implementation, and training and information dissemination. During the first year, project activities will focus on community planning and model development. In the second year, the program will move into the model implementation phase. The third phase, training and information dissemination, will begin in the third year and continue until the end of the program. Since FY96 funding will only support phase one activities, this solicitation will focus on describing those activities, and applicants' proposals should concentrate on addressing phase one issues.

Community planning and model development.

In evaluations and assessments of many comprehensive community-based demonstration programs, one of the most frequently cited major difficulties is the planning process. In designing many of these programs, it was assumed that local agencies with diverse missions and histories could readily come together and agree to collaborate and share resources in order to achieve a common purpose. All too often, the challenges of that first phase of program planning and the amount of time required to build a solid framework for a multi-year program have been seriously underestimated. The Annie E. Casey Foundation, which funded New Futures, a five-year program to prepare disadvantaged urban youth to lead successful and productive lives, described one of the major lessons learned from the program as follows: "We recognized the complexity of reaching both conceptual and practical consensus among diverse public, private, and community stakeholders, so the (Casey) Foundation has expanded the planning periods for its comprehensive reform initiatives. Moreover, New Futures taught us how much time it takes for broadly based collaborative decision-making bodies to gel."¹ Drawing from this and other similar experiences, OVC has built a year-long planning and model development process into the Victim Services

¹: The Annie E. Casey Foundation, *The Path of Most Resistance: Reflections on Lessons Learned from New Futures*. Baltimore, Md: August 1995.

2000 initiative. During this initial phase, the program should accomplish the following tasks:

1. *Build a Strong Leadership Body*

One of the eligibility requirements for this grant is that a community must already have developed some level of multi-disciplinary, comprehensive services for crime victims. Consequently, some form of local planning, advisory, or governing body will already exist and must be documented in the application. The first major task during phase one is to augment the existing leadership body to ensure that it represents a broad cross-section of the local agencies, organizations, and other groups that deal with crime victims. It must also represent the racial/ethnic composition of the community. This body must formalize its collaborative relationships and responsibilities with signed memoranda of understanding. Members of this body should have sufficient authority to guide the development of an integrated system of services.

The program's leadership body should include representatives from:

- Victimized residents
- Private and public victim service agencies
- Existing local victim assistance networks or coalitions
- Local law enforcement, including police and sheriff's departments
- City and/or County District Attorney's and U.S. Attorney's Offices
- Courts
- Corrections agencies
- City and/or County government
- Local emergency response personnel
- Medical providers
- Mental health providers
- Victim support groups
- Youth
- Schools
- Juvenile justice professionals
- Religious community

Other key participants might include:

- State VOCA Victim Compensation and Assistance Administrators
- Media representatives
- Local civic and business community
- Professional associations
- Institutions of professional education

2. *Collect Information*

Various kinds of information are essential for creating a plan that is truly responsive to the needs and rights of crime victims. The grantee must assess relevant legislation, policies, and procedural supports for victims, as well as gather statistical information on crime rates. It must survey agencies and recently victimized individuals on the types and quality of services and resources that are currently available and unavailable to crime victims. Special emphasis should be placed on identifying underserved populations or victims with special needs that are currently not being met. Linkages between services and programs must be identified, as well as gaps in the service delivery system which will need to be filled. Information about community attitudes, knowledge, and behavior in regard to crime, its reporting, and seeking assistance in its aftermath are all important. It may be helpful to seek some of this information from the broader community through public forums or town meetings. The data gathered during this initial stage will guide the strategic planning process.

3. *Develop the Community-Specific Model for Victim Services 2000*

The model should establish the framework which will sustain the comprehensive, integrated service system over time and through changes in leadership. It should describe the basic policies, procedural guidelines, management structure, and staffing plan of the system. It should also describe the various programs and service components that will be included, their funding mechanisms, and the collaborative and cooperative linkages among them.

The grantee should consider including the following program components:

- Community crisis response team
- Outreach services directed toward minorities and other underserved populations
- 24 hour crisis hotline
- Crisis stabilization and short-term counseling
- Emergency shelter
- Child care
- Emergency funds for security repairs, medicine, and food
- Personal advocacy
- Individual and group mental health counseling
- Victim support group facilitation
- Assistance in filing compensation claims
- Assistance in preparing victim impact statements
- Victim and community impact panels
- Special services for child victims
- Legal/paralegal counsel
- Court accompaniment
- Employer intervention
- Information about and referrals to other social, medical, and legal services
- Information and notification throughout the investigative, prosecution and sentencing, and post-disposition phases
- Victim sensitive victim offender mediation/dialogue
- Information about the criminal justice system
- Information about civil litigation

Public education about victims' rights, needs, and services

In addition, sites may wish to integrate into their models some promising practices or programs that have been identified by current OVC grantees and that may be appropriate for their local community. These practices are in a variety of areas including community policing, prosecution, corrections, probation and parole, rural victim services, and new technological techniques.

Sites may also wish to develop a corps of skilled trainers who can offer training to the professionals and practitioners who deal with crime victims. Training should cover both basic victim sensitivity and issues and services unique to the individual profession or role. The training function is one that will be substantially expanded during phases two and three of the program.

4. *Create an Implementation Plan*

After developing a comprehensive program model, each site will create a detailed implementation plan which provides the blueprint for bringing the model to life. The implementation plan should list the activities and meeting schedules for the leadership body, major milestones of the program, timeline, actual staffing patterns listing individual staff responsibilities, and a budget allocating federal and local funding to support the delivery of services from the various program components. The implementation plan should cover phases two and three of the program over a four-year period. OVC anticipates the plan being adjusted and revised at various points over the course of the grant to accommodate new situations and resources and to respond to recommendations drawn from monitoring and assessment information.

5. *Produce a Monitoring and Assessment Plan*

Each site's leadership body must reach agreement on genuine outcome measures for program integrity and accountability, including interim benchmarks for the program's long term objectives. With assistance from OVC and evaluation consultants, the site must develop mechanisms and procedures for monitoring the provision of services and the degree of collaboration/cooperation among victim service providers, criminal/juvenile justice personnel, and others who deal with crime victims. The monitoring plan should be able to determine the types of crime victims being served, specific services provided, community agency referrals made and other assistance received, and the effects and outcomes that can reasonably be associated with the program's handling of specific crime victims. In addition, it should include procedures to assess impediments to implementation and more general impacts of the enhanced comprehensive system on the community.

6. *Document the Planning Phase*

OVC requires sites to document their planning phase by recording information about the various meetings, activities, decisions, support and resources, and opposition that occur or evolve during the first year. This will create a history of the planning process that can prove helpful to the site in subsequent program phases and to other jurisdictions anticipating similar endeavors. An individual or agency should be

designated as the project recorder with responsibility for collecting this process information.

Training and Technical Assistance Resources

Soon after sites have been selected for funding, key representatives from each jurisdiction will convene at OVC offices in Washington, DC for a two day orientation meeting. Sites should budget for sending at least three representatives to this meeting. As the planning process gets underway, OVC will provide on-site technical assistance to address issues or facilitate community meetings as requested by the site.

OVC will also offer sites ongoing opportunities for training and technical assistance on a range of topics and from a variety of sources, from individual consultants and current OVC grantees. Possible consultants might include the National Victim Center, National Organization for Victim Assistance, Victims' Assistance Legal Organization, Victim Services Incorporated, American Probation and Parole Association, International Association of Chiefs of Police, American Prosecutors Research Institute, Education Development Center, Mothers Against Drunk Driving, and the Center for Restorative Justice and Mediation at the University of Minnesota.

In most cases, these services will be offered free of charge, but some training may be available at locations some distance from the project site. In order to take advantage of those opportunities, applicants may wish to allocate some project funds to cover travel expenses for key people to attend the training events.

Products

The major program products from the Planning and Model Development Phase include:

- Leadership Structure with Memoranda of Understanding
- Site Assessment Report
- Comprehensive Program Model and Implementation Plan
- Monitoring Plan
- Planning Process Report

Program Phases Two and Three

The other two phases of the project are Component Implementation and Training and Information Dissemination, which will take place after the first year of planning has been completed. Basically, the component implementation phase will involve following the plan that has been developed. While some new programs and services that fill identified service gaps or integrate new promising practices may be supported by funding from OVC, some will involve the redeployment or redirection of existing resources, including funds. It is anticipated that funds will be available based on the evolution of a local plan and capacity that is sufficiently developed and has enough support to encourage wise, timely, and well-targeted investments.

After sites are fully implemented, they will assume two additional functions: to serve as a training laboratory for victim service personnel from other communities and to produce information useful to others wishing to replicate or adapt their model.

Eligibility Requirements: Communities that already have made substantial progress in building a comprehensive victim service system and can document that progress are eligible to apply. Applicants must be public or private agencies or coalitions of agencies which have a history of being centrally involved within their community in developing and coordinating victim services. They must demonstrate that there is a readiness in their community to undertake this community-wide, victim-centered effort.

At least one urban and one rural community will be selected. Generally, urban communities are those that lie inside a metropolitan area with a population of at least 100,000, and rural communities are those that lie outside the boundaries of a metropolitan area and within cities with a population no greater than 100,000. For the purposes of this grant, however, grantees may define themselves as either urban or rural with supportive documentation for their choice of designation.

Application: Applicants must follow the guidance provided in the Instructions for Application Narrative. In addition to following the general instructions in this Application Kit, some elements specific to this demonstration initiative should be included.

Organizational Capability: Describe the organizational entity and management structure for administering Victim Services 2000. The credibility and legitimacy of the applicant agency or agencies are vital, and it is particularly important for the lead agency to speak with authority and to be a respected source of information. Since applicant agencies will have a history of building cooperative victim services in the community, they must document their work in the community and with other agencies to this point.

Program Goals and Objectives. Provide a general description of your overarching long term goals and your existing overall approach to victim services, and give a specific and detailed description of your goals and objectives for the first year of the award. Objectives should be measurable.

Program Strategy. For the Victim Services 2000 demonstration program, this section of the program narrative must include the following types of background information:

- Detailed information about the actual target community: its geographic area, population, ethnic composition, and general crime rates.
- Other factors such as state legislation and local statutes and policies that would affect the operation and outcome of a Victim Services 2000 program.
- Overview of the current victim services: agencies and organizations that assist victims; distinguishing structural features; types of services offered; budgets; types/numbers of clients served; and any short-term results or other evaluation findings. Describe service opportunities for crime victims to participate actively in advisory, staff, or volunteer roles, on victim impact panels, or in other activities.

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- Automated systems or other technology being used to notify and protect victims.
 - Areas of greatest need and gaps in existing services.
 - Brief description of the history and current status of planning efforts to improve the community's response to crime victims, including specific meetings and examples of activities that have occurred; list public and private agencies, organizations, institutions, and businesses that have been involved in the collaborative planning effort (in addition to the information requested in Appendix A).
 - Level of community collaboration: joint or collaborative service provision efforts among agencies (as documented in Appendix B). Include descriptions of agencies, coalitions, or committees that coordinate staff, programs, and training resources to improve services by sharing resources. Describe resources committed; ongoing forms of cooperation and communication; involvement of volunteers and other residents, civic organizations, foundations, and the business community. Examples of joint and coordinated efforts include community policing programs, family violence coordinating councils, and Children's Advocacy Centers.

Program Management and Staffing Plan: The program must have an organizational structure that provides adequate oversight and authority for implementing the kinds of changes and activities required to build a comprehensive, integrated victim service system. A number of existing organizational options and combinations of organizations may be appropriate. Examples include independent boards under the direct authority of the executive branch, coalitions or councils under the auspices of nonprofit organizations, interagency consortia, etc. These examples are not exhaustive of the types of structure that are possible. Applicants should propose a structure that is appropriate to the specific needs, resources, and strengths of their community and their criminal and juvenile justice systems. Describe how the leadership board will be formalized and describe its role, the responsibilities of the members, tentative schedule of meetings, potential agenda items, and other relevant aspects of its functioning.

Name and describe the capabilities and experience of all staff who will play lead roles in managing the overall program or its key activities, whether or not they will be paid directly by the OVC grant. Position descriptions should be included as appendixes. Identify the key decision makers and the lines of authority.

Time-Task Plan and Budget: Follow general instructions.

Assessment Plan: The planning process report should include much of the assessment information that is required.

Appendix A: Listing of principle authors of your proposal and their agency affiliations. Also specify the individuals who participated in the planning process for this grant application.

Appendix B: Legislation, executive orders, memoranda of understanding, and
 other formal commitments of partnership, collaboration, and
 cooperation.

Application Due Date: July 15, 1996

Contact Person: Susan Laurence, 202/616-3573

VICTIMS OF GANG VIOLENCE (Grant)

Award Amount: \$175,000 in FY96, with the possibility of a continuation grant for the same amount in FY97.

Award Period: Eighteen months, with a subsequent continuation based on grantee performance.

Purpose: To develop and disseminate training and program implementation materials that address the unique characteristics of gang-related victimization.

Background: Youth violence in America is increasing and is often connected to the activities of youth gang members. Violent youth gangs proliferate in many communities and in all ethnic groups. In neighborhoods in which gangs have generational roots, violence may even be expected of youth as a demonstration of loyalty.

Violent gang members and their victims are often from the same ethnic group and often know one another. The nature of gang-related violence, which frequently involves intimidation and revenge, may render victims too fearful to exercise their most basic rights, including making an impact statement, pursuing restitution, or participating in other case events. Furthermore, there is often a perception that victims are somehow to blame or that they have contributed to the crime.

Victims of gang violence are a population underserved by victim assistance practitioners. This program is responsive to the need for their development of skills and strategies to meet the unique needs of this victim population.

Goal: To improve the response of victim service providers and other criminal justice professionals to victims of gang-related crimes.

Program Strategy: This solicitation invites applications for one grantee to conduct the following activities: (1) identify unique needs of victims of gang-related crime and document the ways that agencies and communities are effectively meeting these needs; (2) develop victim sensitive policies, procedures, and services by working with demonstration sites currently implementing the Office of Juvenile Justice and Delinquency Prevention (OJJDP) "Comprehensive Community-Wide Approach to Gang Prevention, Intervention, and Suppression Program;" and (3) develop a package of technical assistance materials to assist in the implementation of effective approaches in other jurisdictions.

Resource Collection and Assessment. During this first phase of the project, the grantee will examine current practices to determine the most successful strategies being employed to assist victims and survivors of gang-related crime. The "promising practices" information will be used as the basis for model policies, procedures, and implementation guidance that will be developed in a later phase of the grant. As part of this phase, the grantee will convene an advisory committee with victim representation, as well as experts from law enforcement, victim assistance, prosecution, the judiciary, and corrections. The grantee may also include representation from at least two of the five OJJDP demonstration sites in the advisory committee. All advisors should have a clear understanding of victims' issues and experience dealing with victims of gang-

related crimes. The advisory committee will serve as a source of information and guidance, and will review all products. Its first task will be to assist the grantee to develop the methodology for the survey and assessment of collected information.

The primary task of this phase is the completion of a survey that examines the following: programs in cities with both chronic and emerging gang problems; issues of gang demographics, i.e., female gangs, ethnic and generational gangs, and hate groups. At the completion of this phase, the grantee should be able to document the existing policies, procedures, and practices that respond to victims of gang-related crime; describe unique victimization issues; and identify the “key” elements of successful programs.

Products of this phase include:

- A listing of proposed advisory board members
- Survey instrument and assessment methodology
- Report of findings and recommendations

Development of Model Response. During this phase of the project, the grantee will work simultaneously with at least two of the OJJDP demonstration sites (Riverside, CA; Mesa and Tucson, AZ; San Antonio, TX; and Bloomington, IL) currently implementing the “Comprehensive Community-Wide Approach to Gang Prevention, Intervention, and Suppression Program.” The grantee will develop policies, procedures, and services that law enforcement, victim assistance, and other community service agencies can implement to protect and assist victims of gang violence. Protection from retaliation, notification procedures, ways to remove the language barriers for non-English speaking crime victims, strategies for reaching victims and supporting their participation in the criminal justice system, and methods for encouraging victims to use services and exercise their rights under intimidating circumstances are some of the items to be addressed.

OVC anticipates that this joint effort will aid the grantee in developing the technical assistance package and also provide ample opportunity to pilot test. Products for this phase include:

- Profiles of successful strategies with recommendations for adaptation in various settings and with different victim populations
- A brief monograph, for publication as an OVC bulletin, that outlines successful programs serving crime victims and highlights responses specific to different types of gangs and gang activities, as well as any cultural and geographic demographics of gangs.

Training and Technical Assistance Materials. The purpose of this phase of the project is to develop a package of training and technical assistance materials on implementing or improving services to victims of gang-related crime. At a minimum, the materials developed will include: a comprehensive training manual that fosters an understanding of the dynamics of gangs; the unique aspects of gang-related victimization and victims’ needs; and effective strategies for meeting those needs. Methods for coordinating services among criminal justice, victim assistance, and community services agencies so that the victims are protected, informed, and served must be included, as well as

innovative laws, policies, and procedures developed through work with the OJJDP demonstration sites. Products include:

- Training curriculum, including instructions for adapting material for use with different audiences and jurisdictions
- Participant manual for trainees, including samples/formats of materials to aid in the implementation of model policies and procedures

Pilot testing of Materials. The materials developed will be pilot-tested with appropriate audiences during the grantee's involvement in OJJDP demonstration sites and revised as necessary, based on participant evaluations. A summary of all evaluation efforts should be provided to OVC.

Subsequent Year Activities. Contingent upon the success of the project's first grant period activities, the grantee will be funded to provide further training and technical assistance. Subsequent funding would support delivery of training and technical assistance to victim service providers, law enforcement, and other community agencies through national, regional, statewide, or independent training events. In addition, the grantee may be invited to submit an application for incorporating new information developed through training events and producing a train-the-trainer package for use through the OVC Training and Technical Assistance Center initiative.

Eligibility Requirements: In addition to having a thorough understanding of victim issues and services, applicants must demonstrate knowledge of issues relating to gang activities and gang-related violence and have experience working with victims of gang violence and with the juvenile justice system. Applicants must have extensive prior experience in developing and delivering training and technical assistance products.

Application Due Date: July 15, 1996.

Contact Person: Donna Ray, 202/616-3572.

JUVENILE COURT RESPONSE TO VICTIMS OF JUVENILE OFFENDERS (Grant)

Award Amount: \$150,000 in FY96, with the possibility of a continuation grant for the same amount in FY97.

Award Period: One year, with a possible continuation for a second year.

Purpose: To produce and pilot-test a training and technical assistance package to assist juvenile court personnel and probation staff in ensuring the rights and serving the needs of victims of juvenile offenders.

Background: In 1995, OVC funded a project entitled "Victim Assistance in the Juvenile Justice System," which conducted three regional forums to assess the needs of victims of juvenile offenders and to propose action steps to address these needs. Although the recommendations generated by these forums are not yet available, information learned in the assessment phase of the project can serve as a starting point for focusing additional resources on areas of identified need. One such area is information and education on victim related issues for juvenile court personnel and probation staff. This grant is designed to meet that need.

Goal: To improve the response of the juvenile court to victims of juvenile offenders.

Program Strategy:

Assessment Phase. The purpose of this phase is to assess the nationwide status of victim rights and services in the juvenile justice system and to identify and prioritize training and technical assistance needs of the various juvenile court personnel, including judges and magistrates, court administrators, clerks of court, as well as probation staff (which are under the supervision of the juvenile court in many jurisdictions), and victim/witness assistance staff. One of the first tasks is to nominate, as representatives of those professional groups, advisory committee members who understand victim issues and have experience working with crime victims. The grantee will then survey a representative sample of juvenile courts and probation departments nationwide to gather information about the types and level of victim services offered to victims and of victim related training/information provided to the various types of court personnel. Information will also be gathered and abstracted about especially promising practices to assist victims and about state juvenile codes that mandate specific rights for victims in juvenile courts. Some of this information has already been collected in the assessment phase of the OVC project "Victim Assistance in the Juvenile Justice System" and may be accessed by the grantee for use in this assessment process. Assessment products include:

- List of nominees for project advisory committee
- Survey instrument, tailored to target the various types of court personnel
- Assessment Report, presenting survey findings of current rights of and services for victims in the juvenile court, profiles of promising practices and legislation, and the training and technical assistance needs of juvenile court personnel

Development of Training and Technical Assistance Materials. The purpose of this phase of the project is to develop a package of materials that can offer court personnel

information about victim rights and services and assistance in building the skills to improve responses to crime victims. It should contain a concise training curriculum designed to build an understanding of the victimization experience and the needs of crime victims, and of effective strategies for meeting those needs. The curriculum should cover such topics as victims' legal and procedural rights, victim impact statements, restitution orders, and other relevant programs and services that target victims or involve them in the court process. Accompanying materials should provide guidance in presenting the curriculum to audiences of different professional groups and in adapting it for use in specific juvenile court jurisdictions by integrating state-specific information on legislation. Technical assistance materials providing more detailed information about promising practices, policies, and legislation should also be developed. Finally, separate documents on specific topics should be prepared as brief, stand-alone informational pamphlets for broad dissemination. Components of the training and technical assistance package include:

- Training curriculum
- Trainers manual, including instructions for adapting the curriculum for use with different audiences and in different jurisdictions
- Technical assistance materials outlining model victim related legislation and implementation steps for promising practices and policies
- Eight to ten short, informational pamphlets on specific topics related to victim rights and services in the juvenile court process

Pilot-testing of Materials. All of the training and technical assistance materials will be pilot-tested and subsequently revised, based on evaluation findings from the testing process. The training curriculum will be pilot-tested with staff of one selected juvenile court jurisdiction. Local advocates who work with the victims of juvenile offenders should be involved in the training event, both as presenters and participants. Technical assistance will be provided to three juvenile courts, using the technical assistance materials that have been developed by the grantee. Finally, sets of informational pamphlets will be provided to personnel of 20 juvenile courts, and information gathered about how appropriate, useful, and engaging they are to the selected audience.

Dissemination Process. The grantee will disseminate information about the various training and technical assistance materials and the future availability of on-site training and technical assistance. The dissemination process will include articles and announcements in relevant professional magazines and newsletters; workshop presentations at appropriate professional conferences; and mailing lists of agencies and personnel who should either receive materials or be informed of them and how to acquire them.

Second Year Activities: Contingent upon the success of the project's first year activities, the grantee will provide intensive, on-site training and technical assistance to a number of juvenile court jurisdictions, using the materials and expertise that have been developed. Selection criteria and a selection process will be designed to identify jurisdictions to receive intensive assistance. For those jurisdictions where training events will be held, on-site needs assessments will be conducted and the training curriculum will be customized according to state law, local policies and procedures, and the identified needs. Additional jurisdictions will be selected to receive technical assistance.

Eligibility Requirements: In addition to having a thorough understanding of victim issues and services and the juvenile court system, applicants must have extensive prior experience in providing judicial education and training. They must demonstrate their access to and credibility with the target audiences of juvenile court judges, magistrates, court administrators, clerks of court, and probation personnel.

Application Due Date: July 15, 1996

Contact Person: Susan Laurence, 202/616-3573

SEXUAL VICTIMIZATION OF YOUTH (Grant)

Award Amount: \$50,000 for FY96.

Award Period: One year.

Purpose: To identify issues and challenges in responding effectively to young victims of sexual violence, and to identify promising practices and develop strategies for further action in this area.

Background: Recent studies have highlighted the prevalence of sexual violence and victimization in the lives of America's youth. *Rape in America: A Report to the Nation*, revealed that the majority of female rape victims are under the age of 18, and that a sizable portion of that population is under 12. The study also revealed a pervasive lack of willingness on the part of victims to report their victimization to authorities, for fear of being stigmatized and revictimized. The Department of Justice's Bureau of Justice Statistics followed *Rape in America* with a crime data brief, *Child Rape Victims, 1992*, which found that half the total reported rapes in selected jurisdictions were committed against females under age 18, and that one in six of the reported rapes were committed against girls under age 12. The study also found that many of the perpetrators were relatives and friends.

Although they account for a smaller proportion of those sexually assaulted, young male victims are also a population in need of services.

Failure to intervene during the formative years of young victims' lives can lead to long lasting mental health problems and a vulnerability to future victimization. *Rape in America* revealed that female victims have a far greater likelihood of drug and alcohol problems than non-victims, and that sexual assault victimization is a predictor of subsequent violations.

Despite this sobering reality, adolescent victims of sexual violence remain a population underserved by victim assistance professionals.

Goal: To enhance victim assistance services and outreach to youth victims of sexual violence.

Program Strategy: This solicitation invites applications for one grantee to conceptualize, organize, and convene a two day transfer of knowledge symposium for 15 to 20 participants on the topic of assisting youth victims of sexual violence. The grantee will identify an appropriate balance of participants from the fields of education, psychology, medicine, and victim assistance to attend the invitation-only event. Up to half of the grant funds may be used to cover travel and per diem expenses for symposium participants.

The grantee will develop resource materials that will be sent to participants for review prior to the symposium. The symposium format will include expert presentations, facilitated discussion, and small working groups.

Participants will share information about promising practices, identify areas for further action, and, as a final group task, draft a report of recommendations and an action plan for OVC and the field on how to improve the response of victim advocates to young victims of sexual assault. The action plan will outline specific steps for outreach, training and technical assistance, and public education, as well as specific guidance for practitioners, where appropriate. At the close of the event, participants will be asked to evaluate the event. Symposium activities and discussions will be recorded and written up in a published report for dissemination nationwide.

Interim documents and final products, all of which are subject to OVC review and approval prior to use or publication, include:

- A list of attendees
- A symposium agenda, including descriptions of presentations
- A participant resource package
- An assessment plan
- A transcript of symposium proceedings
- A symposium report containing recommendations and an action plan developed by participants
- A dissemination plan

Eligibility Requirements: In addition to possessing the organizational and financial capability required to manage this project, applicants should demonstrate both specific knowledge of sexual victimization among youth and a general understanding of crime victims rights and services.

Application Due Date: July 15, 1996

Contact Person: Melanie Smith, 202/616-3575.

ASSISTING DISABLED VICTIMS OF CRIME (Grant)

Award Amount: \$50,000 for FY96.

Award Period: One year.

Purpose: To identify issues and challenges in responding effectively to victims with disabilities, and to identify promising practices and develop strategies for further action in this area.

Background: Persons with physical and developmental disabilities face increased vulnerability to crime victimization. At the same time, these individuals remain a segment of the population that is often acutely underserved by victim assistance providers. In addition, the criminal justice system may be ill-prepared to allow for disabled victims to exercise their rights, particularly when this requires special accommodations.

The passage of the Americans With Disabilities Act has heightened the visibility of these issues and has prompted discussion about how service providers might appropriately extend the reach of their services. Many victim service agencies want to meet the requirements of the new law, but are concerned about their ability to do so given limited funding and resources.

Goal: To improve the capacity and preparedness of victim service providers and allied professionals to respond effectively to the unique needs of crime victims with disabilities.

Program Strategy: This solicitation invites applications for one grantee to conceptualize, organize, and convene a two day transfer of knowledge symposium for 15 to 20 participants on the topic of assisting crime victims with physical and developmental disabilities. The grantee will identify an appropriate balance of participants from the fields of disability advocacy, disabled rights, victim assistance, and law for the invitation-only event. The grantee will ensure that sign language interpretation and other accommodations for disabled participants are available as necessary. Up to half of the grant funds may be used to cover travel and per diem expenses for symposium participants.

The grantee will develop resource materials that will be sent to participants for review prior to the symposium. The symposium format will include expert presentations, facilitated discussion, and small working groups.

Participants will share information about promising practices, identify areas for further action, and, as a final group task, draft a report of recommendations and an action plan for OVC and the field on how to improve the response of victim advocates to disabled crime victims. The action plan will outline specific steps for outreach, training and technical assistance, and public education, as well as specific guidance for practitioners, where appropriate. At the close of the event, participants will be asked to evaluate the event. Symposium activities and discussions will be recorded and written up in a published report for dissemination nationwide.

Interim documents and final products, all of which are subject to OVC review and approval prior to use or publication, include:

- A list of attendees
- A symposium agenda, including descriptions of presentations
- A participant resource package
- An assessment plan
- A transcript of symposium proceedings
- A symposium report containing recommendations and an action plan developed by participants
- A dissemination plan

Eligibility Requirements: In addition to the organizational and financial capability to manage this project, grantees must demonstrate both knowledge of disability issues and a thorough understanding of crime victim rights and services.

Application Due Date: July 15, 1996

Contact Person: Melanie Smith, 202/616-3575

COORDINATED ASSISTANCE FOR STALKING VICTIMS

Award Amount: \$75,000 in FY96 with the possibility of a continuation grant for the same amount in FY97.

Award Period: One year, with a possible continuation for a second year.

Purpose: To develop and produce a compendium of promising practices for law enforcement, prosecutors, judges, corrections, and victim assistance providers, as well as other allied professionals, to coordinate effective management of stalking cases.

Background: Stalking -- typically defined as the willful, malicious, repeated following and/or harassing of another person -- is a complex social problem that has only recently been addressed by our nation's criminal codes. Every state has enacted anti-stalking legislation, which is intended to give law enforcement the tools to apprehend an offender before a violent act is committed. However, recent news accounts in the nation's Capitol and elsewhere reveal that stalking victims -- even those who vigilantly report stalking incidents to law enforcement -- may not receive intervention services in time.

A truly effective response to stalking must go beyond law enforcement to involve multiple disciplines and agencies. As stated in the National Institute of Justice's 1993 research report, *Project to Develop a Model Anti-Stalking Code for the States*, the most effective approach is one that includes "the law enforcement community, the judicial system, correctional and social service agencies, victims' services and advocacy groups, and community organizations" (page 2). Victim assistance professionals, for example, can serve as an important source of information about stalking incidents for law enforcement, who may have incomplete information about violations of protection orders or other offenses. Judges and court officials can be trained to craft more effective protection orders. Community corrections officials can serve victims by keeping in communication with them to closely monitor parolees who violate no contact orders. As one law enforcement official stated, "A collaborative approach amounts, in essence, to homicide prevention."

Goal: To encourage an effective response to the crime of stalking that coordinates law enforcement, prosecution, and other community resources in an effort to protect and assist victims.

Program Strategy: This solicitation invites applications for one grantee to collect and describe key elements of a model response to stalking cases. The program will progress in three stages: the convening of an advisory committee and development of survey criteria for assessing promising practices; the collection and assessment of information; and the development, refinement, and production of the compendium and model program profiles. All identified products will be subject to OVC review and approval before the grantee progresses to the next project phase.

Development of Survey Criteria and Relevant Resources.

During this phase of the project, the grantee will convene a working advisory committee of experts drawn from law enforcement, victim assistance, domestic violence advocacy,

prosecution, the judiciary, and corrections. The advisory committee members should understand crime victim issues and have experience in the successful management of stalking cases. The first task of the advisory committee will be to identify and prioritize general but ideal components of effective case management, and then to generate survey criteria for assessing promising practices. The advisory committee will also identify relevant resources such as statutory and case law, public policy, victim assistance, and information systems. The grant recipient will also generate a proposed dissemination strategy for the grant products, including relevant conferences, professional and scholarly publications, and the Internet.

Products for this phase will include: a list of proposed advisory committee members; a list of prioritized, ideal components of effective case management; and a preliminary survey design.

Resource Collection and Assessment.

During the second phase of the project, the grantee will use the design elements generated by the advisory committee to survey, assess, and summarize programs and practices nationwide for effectively managing stalking cases. The compendium itself will include: an enumeration of model program elements; strategies for multidisciplinary coordination between victim assistance providers and members of the criminal justice system; documentation of promising practices, including innovative laws and policies, relevant case law, and the use of technology; and three in-depth profiles of model programs, with recommendations for adaptation at other sites.

Products for this phase will include a substantive summary of survey results and a draft compendium, as described above.

Refinement and Dissemination.

During the last phase of the project, the draft products will be reviewed by OVC staff and advisory committee members for refinements, additions, and modifications. The grantee will identify experienced professionals who can provide expert training and technical assistance on the concepts captured in the compendium. Final products will be packaged and submitted to OVC for dissemination as appropriate. The grantee will draft a brief monograph for publication as an OVC bulletin on the model program elements and strategies for coordinated response, as well as brief highlights of the model program profiles.

Products for this phase will include a final compendium, a list of identified experts for training and technical assistance, and a final monograph for publication as an OVC bulletin.

Second Year Activities.

Depending on the success of the project's first year, the grantee will be considered for continued funding in FY97. The grantee will be invited to develop a training package based on the first year materials, and to identify sites for training and technical assistance.

Eligibility Requirements: In addition to the organizational ability to manage this project, grantees must demonstrate a general understanding of crime victims issues, and expertise in both the public policy and service delivery aspects of stalking case management.

Application Due Date: July 15, 1996

Contact Person: Melanie Smith, 202/616-3575

CULTURAL CONSIDERATIONS IN ASSISTING VICTIMS OF SEXUAL AND PHYSICAL VIOLENCE

Award Amount: \$75,000 for FY96, with possible continuation funding in FY97.

Award Period: One year, with a possible continuation for a second year.

Purpose: To develop and disseminate a training package to enable law enforcement officers, domestic violence and sexual assault victim advocates, and attorneys to respond more effectively to the unique needs of female domestic and sexual assault victims of diverse cultural and ethnic backgrounds.

Background: Victims of sexual and physical violence are of many cultural and ethnic backgrounds. The diversity of this population presents victim advocates and criminal justice professionals with unique challenges in outreach and service delivery. Language barriers, cultural stigmas associated with sexual victimization or battery, and lack of awareness of the availability of services often deprive victims and their children of critical victim assistance services and criminal justice protections. Abused immigrant wives of American citizens are particularly at a disadvantage. In the past, immigrant wives with interim status who left abusive husbands faced the possibility of immediate deportation. Today, under the 1994 Violence Against Women Act's immigrant women provisions, these individuals may self-petition for the right to remain in the U.S., so that they may continue to be with and care for their naturalized children and fulfill requirements to attain citizenship. Still, many service providers and attorneys do not know how to implement the new law, and are often unaware of cultural or ethnic barriers that may discourage victims from coming forward for assistance. As a result, battered women may not be benefiting from the new law that is intended to protect them and their children.

Goal: To improve and foster appropriate assistance services to abused victims of different ethnic and cultural backgrounds.

Program Strategy: This solicitation invites applications for one grantee to develop training and technical assistance materials, to pilot test the materials, and to convene a series of training events for law enforcement officers, domestic violence and sexual assault victim advocates, and attorneys. The program will progress in three stages: collection and assessment of information; development of training materials; and pilot testing and dissemination.

All identified products will be subject to OVC review and approval before the grantee progresses to the next project phase. OVC will ensure that the Violence Against Women administrative and grants offices have ample input and opportunity to review all products developed under the grant.

Resource Collection.

The purpose of this phase of the project is to assess current practice in the field of domestic violence and sexual assault victim advocacy for diverse victims, and to identify the best resources and most current information available to the field. The resources and information will serve as the basis for the training curriculum that will be

developed in phase two. During this phase, the grantee will establish a culturally diverse advisory committee representing the fields of law enforcement, victim assistance, domestic violence and sexual assault victim advocacy, and law. The advisory committee should represent the best and most current expertise in these fields as they pertain to domestic and sexual victimization. The advisory committee will serve as a source of information, guidance, and review of all products developed by the grantee. At the onset of the project, the advisory committee will assist the grantee in designing the methodology for information collection.

This phase's primary task is identification and collection of current training materials, policies, programs, and practices, and case examples addressing assistance for abused women of diverse cultural and ethnic backgrounds. Upon completion of this task, the grantee will prepare an assessment report of findings that summarizes promising service approaches, relevant legislation and recent case law, and literature on effective, multicultural services delivery.

Products for this phase include: a list of proposed advisory committee members; a description of the design for collecting information; and an assessment report of findings.

Development of Training and Technical Assistance Materials.

The purpose of this phase of the project is to develop and pilot test a curriculum and participant manual for training domestic violence and sexual assault victim advocates, law enforcement officers, and attorneys. The curriculum should provide an overview of domestic and sexual violence so that responders have a basic understanding of the victim's experience and resulting needs; basic principles of culturally competent interaction with crime victims and profiles of promising service approaches; the status of laws affecting victims who are not yet naturalized; case law that has tested these laws; and other relevant and emerging issues. The grantee will also be required to produce a short, informational pamphlet for dissemination on the Violence Against Women Act's immigrant women provisions, so that service providers, law enforcement, domestic violence and sexual assault victim advocates will have consistent guidance on how the law affects their clientele and how to act within the law's parameters.

Products to be completed during this phase include: a training curriculum addressing the aforementioned topics, to include guidance for trainers on presenting the curriculum to audiences of diverse professionals; a participant manual for trainees; and a short, informational pamphlet for service providers on the Violence Against Women Act's immigrant women provisions.

Pilot Testing of Materials.

The training and technical assistance package will be pilot tested with an appropriate audience and revised as necessary, based on evaluation findings. Applicants should propose a sound evaluation strategy to assess the effectiveness of the tested materials, and a strategy for incorporating the feedback obtained. Upon completion of the training and technical assistance package, the training will be publicized and provided at three regional locations. Depending on the success of the grant project, the grant recipient will receive funding to provide further training in FY97.

Dissemination.

The grantee will disseminate information about the training package and training events, as well as informational materials developed under the grant, including the assessment report and the pamphlet. The dissemination process should include articles and announcements in relevant professional magazines and newsletters, and workshop presentations at professional conferences.

Second Year Activities.

If the first year of the grant is deemed successful, the grantee will receive funding to provide further training and technical assistance. The grantee will be invited to identify jurisdictions that should receive the training, and to submit an application for incorporating new information gleaned through training events and other first-year activities into the training package.

Eligibility Requirements: In addition to the organizational capability to manage this project, grantees must demonstrate a general understanding of crime victims issues, and expertise in both the public policy and service delivery regarding domestic and sexual violence, and cultural and ethnic diversity. Applicants should also be familiar with immigration law, particularly the relevant measures in the Violence Against Women Act of 1994.

Application Due Date: July 15, 1996

Contact Person: Melanie Smith, 202/616-3575.

RESTITUTION: PROMISING PRACTICES (Grant)

Award Amount: \$100,000 in FY96.

Award Period: Eighteen months.

Purpose: To examine existing obstacles to the effective management of restitution, and to identify and describe a variety of promising approaches used in the criminal and juvenile justice systems to establish and enforce orders of restitution and to ensure that victims receive the payments due them.

Background: Restitution is a direct and positive way to hold offenders accountable for the harm caused by their offenses and to help victims recover from the crime. An order of restitution is much like a bill: it should cover the cost of the victim's losses resulting from the offender's crime and include a payment schedule for reimbursement. Recognizing this common sense justification, many victims and members of the general public support its use, and it has become a mandatory sanction for increasing numbers of offenders at the local, state, and federal levels.

Unfortunately, there are some serious problems with the implementation of restitution statutes. Many justice system professionals are not fully informed of the laws regarding restitution, so that restitution frequently is not ordered when it should be. Sometimes when it is ordered, the amount and payment schedule are based on insufficient information about the nature of the damage caused by the crime or the offender's assets or potential assets. The order itself may be written in an unclear manner, or the amount or payment schedule may be inappropriate. Even when an order is clear and appropriate, it is unlikely to be completed by the offender. The vast majority of restitution that is ordered is never fully paid by offenders, and some that is paid never reaches the victim.

The obstacles preventing jurisdictions from effectively managing restitution are numerous and formidable. First among them is the assumption that the great majority of offenders are unable to pay for the costs directly resulting from their crimes. Although many offenders have assets that could be attached or wages that could be garnished, or the potential to earn the restitution, these resources are frequently not pursued because the offender is assumed to be indigent. The collection of restitution is often not a high enough priority of prosecutors, judges, prisons, probation or parole officials for them to dedicate the resources it would take to enforce the order. Another major factor is the fact that responsibilities for conducting the various tasks involved in managing restitution are not clearly assigned to specific personnel or agencies in the justice system. Also, when different tasks are assigned to different components of the system, information is often not passed from one component to another in a dependable or timely manner.

The effects of unordered, unenforced, and unfulfilled restitution orders are harmful to victims and offenders, and consequently, to the integrity of the justice system itself. Most victims, when they hear a judge impose an order of restitution, assume that the court will lend its power to ensure that its order is complied with and that payments will be made. If restitution is not paid and there are no reasonable mechanisms in place to ensure its payment, victims often feel revictimized. For the offender whose debt is in

effect erased, it provides an experience of being found guilty, but of *not* being held accountable or of having an opportunity to pay the victim back what is owed.

Goal: To support an important means of reparation for victims of crime by improving the management of restitution.

Program Strategy: The first phase of the project is to conduct a literature review on restitution: a brief overview of its legislative history as a court sanction; any evaluation or research data or other relevant literature describing the restitution process, particularly the frequency and effectiveness of restitution orders; and various models or institutional structures for its management. A series of telephone interviews should be conducted with a sample of key professionals/practitioners including prosecutors, victim advocates, attorneys who represent victims, judges, court administrators, and probation, parole, and prison personnel. Information will be collected about the structure and efficiency of the restitution process, the major obstacles that prevent victims from receiving the full amount of the restitution ordered, and any restitution models or practices that appear to be operating successfully.

While conducting these tasks, the grantee should be identifying an advisory panel of 8 to 10 experts from the various professional groups listed above. These people should be experts in their areas and able to commit some of their time to playing an active role on this project in both an advisory and a consultant capacity. The panel membership must be approved by OVC.

After the initial information gathering has been completed and the working advisory panel designated, the panelists will convene for a two to three day meeting. They will discuss the major issues and obstacles related to restitution, and some models and techniques for constructing and managing restitution systems that have either been shown to be or are likely to be effective and efficient.

The panelists will provide input into a draft outline of the major product of the grant, which is to be a compendium of information and materials on restitution. It may be appropriate for various panel members to prepare (for compensation) specific chapters or segments of chapters of the document.

The compendium will include information on the use and prevalence of restitution orders and impediments to their successful completion. It will describe promising practices that jurisdictions can adopt to improve their management of restitution, such as information and resource materials about simple-to-use software programs to track and manage restitution orders; procedures for assessing victims' losses and offenders' capacity to pay to determine appropriate amounts of restitution to order; relevant agency protocol, management and job descriptions; and strategies for collecting and disbursing restitution payments. Special attention will be paid to highlighting methods for keeping victims apprised of the status of their offender as it relates to restitution and for becoming involved themselves in the restitution process. This document will contain useful information for all those who are involved with restitution and practical materials that can assist them to improve the process in their jurisdiction.

The grantee, with input from the advisory panel, will develop a plan to disseminate the compendium and will print a relatively small number of copies (approximately 50) of the

document. It should also provide OVC with a catalog of potential technical assistance providers who could address the various types of needs that jurisdictions seeking to improve their restitution process might have.

The products required from this grant include:

- Assessment Report -- a document citing the literature reviewed and summarizing it and the information collected in the interview process
- List of Proposed Advisory Panel Members
- Advisory Panel Meeting
- Compendium Outline
- Restitution Compendium, with Executive Summary not to exceed 12 pages
- Dissemination Plan
- Catalog of Technical Assistance Providers

Eligibility Requirements: Applicant agencies must have a thorough understanding of and prior experience in the area of restitution. Key personnel must have direct experience with restitution, either as participating professionals/practitioners in a jurisdiction's restitution process, or as evaluators of or consultants to these processes.

Application Due Date: July 15, 1996

Contact Person: Susan Laurence, 202/616-3573

BUILDING SKILLS FOR SEXUAL ASSAULT RESPONDERS

Award Amount: \$100,000 in the first year, with the possibility for continuation funding in FY97 and FY98.

Award Period: One year, with the possibility of two subsequent continuations.

Purpose: To produce and pilot test a training and technical assistance package for crisis counselors and victim advocates who provide services to victims of sexual assault.

Background: The Office for Victims of Crime has funded a number of projects on service provision for victims of sexual assault. These projects have addressed community responses to sexual assault; HIV/Aids concerns of sexual assault victims; sexual assault nurse examiner practices; and protocols for evidence collection. There remains nonetheless an ongoing and profound need for in-depth, basic training for crisis counselors and victim advocates on the trauma of sexual victimization and the crisis responses, advocacy, and mental health services that promote personal recovery and healing. The quality of training provided to front line practitioners varies considerably from state to state. This project is responsive to the need for basic training on core issues for “front line workers” that is uniform and can be nationally disseminated and adapted to the needs of regional, state, or local training conferences, training academies, and in-service training programs.

Goal: To improve the quality and continuity of services provided to victims of sexual assault.

Program Strategy: This solicitation invites applications for one grantee to develop training and technical assistance materials for crisis counselors and victim advocates who work directly with victims of sexual assault, and eventually, training-of-trainer materials on sexual assault response for program managers, statewide coalition leaders, and others. The program will progress in three stages: literature search and literature review; development of training materials; and pilot testing. During the second possible year of the project, the grantee will provide training to crisis counselors and victim advocates. The third year of the project will entail training of trainers as a component of the National Victim Assistance Academy, OVC’s concentrated curriculum for victim assistance practitioners.

All identified products will be subject to OVC review and approval before the grantee progresses to the next project phase.

Literature Search and Literature Review.

The purpose of this phase of the project is to conduct a thorough search and collection of current literature on sexual assault victimization, including what is known about the short and long term effects on victims (e.g., initial emotional and physical trauma, post-traumatic stress disorder, and substance abuse). The empirically based literature search should also address known means of effectively advocating for and assisting victims of sexual assault. Promising programs and approaches may be included, but the focus of the search is scholarly information to guide effective victim assistance

practice. A focus on the mental health and emotional needs of sexual assault victims who choose to work with the criminal justice system is a vital part of this search and review phase. The literature search component of the project is very important, as it will lay the groundwork for development of subsequent training materials.

The product for this phase of the project is a succinct but substantive literature review, with carefully annotated sources, for possible publication as an OVC bulletin. OVC will provide model literature reviews if necessary.

Development of Training Materials.

The purpose of this phase of the project is to develop training materials for counselors and victim advocates who work directly with sexual assault victims. The literature review will serve as a basis for the development of these products. The grantee will also be expected to build on previously funded OVC training and technical assistance materials, such as those addressing community responses to sexual assault, sexual assault nurse practitioners, and HIV/Aids and victim assistance. These materials will be provided by OVC to the grantee.

During this phase, the grantee will convene an advisory committee with primary representation from the fields of victim assistance, sexual assault victim advocacy, mental health, and medicine. The grantee may also wish to have representation from law enforcement and prosecution. The advisory committee will guide the conceptualization and development of the training components and will serve throughout the life of the project as a source of input and review. Proposed advisory committee members, who should be named in the application, should represent the most current expertise in each of the named fields, as it relates to sexual assault victimization.

The products to be developed during this phase of the project consist of a training curriculum for training counselors and victim advocates who work with sexual assault victims, and should include the following components: effective short and long term counseling techniques; addressing concerns of family members; mental health benefits of support groups, and how to run them; and strategies for providing victim support in collaboration with criminal justice components and mental health and medical practitioners. The training curriculum will be accompanied by a workbook-manual for the participants who attend the training.

Pilot Testing and Refinement of Product.

The purpose of this phase of the project is to pilot test and modify the materials as necessary. The grantee will be expected to work with two state sexual assault victim coalitions to secure training locations and dates for the pilot tests, which should involve front line crisis counselors and victim assistance practitioners. The grantee should also propose a means of evaluating the effectiveness of the training, and using feedback obtained from the participants to refine the training curriculum and accompanying participant materials. All evaluative information should be summarized and submitted to OVC.

Second and Third Year Activities.

Continued funding for this project is contingent on successful completion of all phases of the first year and availability of funding. Second year funding would support the delivery of training to victim counselors and advocates in the field through national, regional, statewide, or independent training events. During the third year of the project, the grantee would be expected to modify the training package so it could be used for training of trainers, including program managers and coalition leaders who directly supervise or oversee the delivery of assistance services by counselors and victim advocates.

Eligibility Requirements: In addition to the organizational ability to manage this project, grantees must demonstrate a general understanding of crime victims issues, and expertise in crisis response, victim assistance, and counseling of sexual assault victims. Applicants should append a sample literature review of one to two pages to their proposals.

Application Due Date: July 15, 1996

Contact Person: Carolyn Hightower, 202/616-3586.

FIELD GENERATED NATIONAL IMPACT PROJECTS (Cooperative Agreements)

Award Amount: \$550,000 will support seven to ten projects that range from \$50,000 to \$100,000 each. In order to draw diverse skill, experience, and knowledge from the range of organizations that address crime victim issues, no more than two proposals or more than \$150,000 will be considered for award in this category to any single victim organization in a single year.

Award Period: Projects that warrant multi-year funding based on project design may be considered for funding for up to three grant cycles. Consideration for continued funding will be based on the success of the first phases of the project.

Purpose: To provide funding support for seven to ten **training, technical assistance, or demonstration** projects that: (1) address an area of ongoing or emerging need; (2) are national in scope or will have a national impact; and (3) provide products or materials that can be easily adapted and disseminated to practitioners in the field. Proposals must be congruent with OVC's discretionary funding authority to support demonstration, training, and technical assistance projects that improve the response to and services for crime victims. **Activities outside the scope of OVC's funding authority include prevention, treatment for perpetrators, research, evaluation, and other activities not directly linked to assisting crime victims.**

Background: In 1995 and 1996, OVC solicited concept papers for projects that would produce training programs, technical assistance materials, compendia of "promising practices," and other information that could be packaged and made available to the range of volunteers and professionals who work with crime victims. We received over 150 papers from practitioners, national organizations, law enforcement agencies, prosecutors, colleges, and universities proposing innovative and effective approaches to training service providers and improving criminal and juvenile justice and whole community responses to crime victims. We also met with major constituent groups such as federal criminal justice officials; members of national victim assistance, law enforcement, corrections, and other professional and volunteer associations; and those who work with victims on a daily basis such as physicians, social workers, psychologists, victim advocates, and the clergy. We received many good ideas for new programs as well as suggestions for continuing effective training and technical assistance programs developed in earlier years. Many of the suggestions are incorporated in this program plan; however, OVC continues the search for projects -- recommended by advocates in the field -- that will fill critical training needs.

This solicitation is designed to give the field wide latitude in submitting innovative proposals that build practitioner skills and improve services for crime victims. The section Development of Services and Materials, below, gives examples of the kinds of activities that can be supported. It also suggests topics that were recommended to OVC two or more times through concept papers or in meetings with constituents.

Goal: To enhance the capacity of practitioners to effectively respond to crime victims' ongoing or emerging needs and rights, by making basic and cutting edge information, training, and technical assistance readily available.

Program Strategy:

Assessment Phase. This phase will vary depending on the grant's goal or products. The purpose is to insure that the services or materials are comprehensive and include the most up-to-date and effective information. For example, applicants for train the trainer projects must survey the field for existing training materials, promising practices, and best information, and identify expert trainers on the subject. Applicants using a tested curriculum must describe the product's success and impact and explain how the curriculum will be updated or adapted to a particular group of trainees.

Development of Services and Materials. The services or products must be carefully described and the strategies, approaches, and tasks for developing the products must be clearly stated. The following examples illustrate the kinds of activities that can be funded, but are not intended to limit innovative ideas or approaches.

- One to two day symposia designed to identify areas for more focused action by OVC and the field, such as emerging issues or promising practices in a given topic area. Products will include an inventory of current and best known practices and programs; a list of expert trainers/practitioners; and symposia proceedings, consisting of suggested strategies for action, and/or recommendations for OVC and practitioners in the field. The design for "setting the changes in motion" -- so that the symposium recommendations make a difference in the lives of crime victims -- is an important part of this project.
- Training programs for trainers and practitioners in a given program area. Train the trainer programs using existing and effective curricula, as well as new training materials developed under the grant, are encouraged. Grantees will: review and assess existing training materials, update the existing curriculum if necessary, and identify expert trainers on the subject; develop a participant's manual and an instructor's manual on how to best present the material and promote adult learning; devise a plan for pilot testing the participant and instructor manuals; and develop plans to train with or directly disseminate the training products.

Applicants using an existing curriculum must demonstrate its success and impact and explain how it will be updated or adapted to a particular group of trainees. ***Applicants must also include the curriculum they intend to use.***

- Compendia of promising practices and program guidelines. Products will include a survey of the field; inventory and identification of promising approaches; identification of core programmatic elements and development of a model program or practices brief; and a "promising practices" report that will be published as an OVC bulletin.
- Training videotapes, with instructional booklets, for use by a trainer or as stand-alone training aids. The videotape could be made to illustrate key points and to accompany an existing curriculum or could be made to adapt curriculum materials to a particular group of professionals such as law enforcement officers. Videotapes can also be used to educate victims about the criminal justice process, their rights, or activities that promote healing. Applicants should identify the victim related issue and the audience for whom the videotape is intended, and should explain the utility of the videotape to that audience. The

applicant should identify the key points to be addressed; the approach (e.g., documentary or dramatization; color versus black and white); draft the script or develop the film treatment; and secure technical staff to videotape and produce the sound track.

During the second phase the grantee will film the videotape and produce the sound track; edit and produce a draft videotape; submit the draft for OVC review and approval; draft and submit the user's guide for OVC review and approval; edit and refine the user's guide; draft, submit and finalize a brochure publicizing the videotape and giving information on how to obtain it.

- Innovative applications of technology, such as interactive computerized training materials, or instruction and guidance in using other emerging technologies to inform, assist, and improve services to crime victims.
- Demonstration projects built on existing innovative programs that can serve as learning laboratories or produce information that enables others to replicate promising policies, practices, or entire programs. Phases include refining the service, developing materials that describe the service and the elements that make it effective, and preparing for instructive site visits for multidisciplinary teams wishing to replicate the service in their own communities. The narrative must describe the demonstration sites and explain the reasons those sites were selected. If the sites have not been chosen, a description of the proposed identification and selection processes must be included.

Topics of interest to the field include, but are not limited to: victim notification systems; training programs for judges, prosecutors, and law enforcement officers; train the trainer programs using existing curricula which have been demonstrated to be successful; victim assistance programs tailored to meet the unique needs of campus, white collar crime, and bank robbery victims; and assistance practices that are responsive to "hidden" or underserved victim populations.

Proposals involving collaboration between public, not-for-profit, and private sector organizations are encouraged. OVC is also seeking to stimulate a response to crime victims from diverse fields such as the religious community, private non profit agencies that link with the corporate community to address victim issues (such as workplace violence), and partnerships between organizations that result in expanded services for crime victims.

Pilot Testing of Materials. All of the training and technical assistance materials must be pilot tested and subsequently revised, based on evaluation findings from the testing process. Plans for testing the product or gathering on-going or periodic information on its usefulness and ways to improve it must be included in the application.

Dissemination Process. Procedures for informing potential users and announcing the availability of services, training materials, or on-site technical assistance opportunities must be included. A concrete, comprehensive plan for packaging and disseminating a product to the intended audience or user groups so that the product engages interest and enthusiasm is a major element of this grant program.

Second Year Activities. Contingent upon the success of the project's first year activities, continuation funding for additional funding cycles will be considered. Selection criteria and a selection process will be designed to evaluate the potential impact and usefulness of the project, as well as the grantee's demonstrated capacity to manage the project.

Application Due Date: September 1, 1996

Contact Person: Marti Speights, 202/616-3582

CONFERENCE SUPPORT TRAINING INITIATIVE (Grant)

Award Amount: Up to \$10,000 for state grants; and up to \$15,000 for regional victim assistance training conferences. A total of \$75,000 will be made available for these grants.

Award Period: One year.

Purpose: To provide federal support for state and regional victim assistance training conferences.

Background: The growth of the victims movement and the increasingly specialized nature of professions involved in responding to victims of crime have led to an ongoing and profound need for both general and specific training in the field. OVC has been instrumental in supporting statewide and regional network training and technical assistance efforts by funding quality trainers and covering basic conference costs.

During the past three years, OVC has co-sponsored 35 state and regional victim assistance conferences. OVC is continuing this mini-grant program, formerly referred to as the State Conference Training Initiative. This funding is provided to support statewide and regional victim assistance conferences. In FY97, OVC will give preference to states that have never received conference support under previous conference support initiative announcements.

Goals: The goals of this initiative are:

1. To supplement funding for victim assistance training and technical assistance to professionals at the federal, regional, state and local levels;
2. To encourage coordination among the many professions interacting with crime victims;
3. To improve the quality of victim assistance services by providing intensive training to direct service providers; and
4. To encourage the development of training events in regions and states that have not previously applied for this conference support initiative.

Program Strategy: The major activity of these grants is to sponsor training presentations at federal, state and regional victim assistance and other professional conferences by high quality trainers, many of whom have been involved in prior OVC training and technical assistance projects. OVC staff will offer conference planners assistance in identifying training topics and quality trainers. These events will provide opportunities to consider issues related to types of crime, gaps in services and knowledge, coordination of services, and legislative mandates. As a result of information exchange among participants, future training needs may be determined.

Regional Conferences.

OVC will continue to support regional training for victim assistance providers, program managers, and advocates, crime victims, law enforcement officials, prosecutors, and other professionals who work with crime victims. By funding regional efforts, OVC

expects to facilitate the exchange of relevant information and training, the coordination of victim assistance services, and interstate agreements.

State Conferences.

OVC will support statewide efforts to provide training and technical assistance to state and local victim assistance providers and allied professionals. A portion of the training workshops must be devoted to federal crime victim issues. These issues may include bank robbery, bias/hate crimes, white collar crime, and crime occurring on federal lands or in Indian Country.

The following provisions apply to each of the conferences described above. Applicants may select workshop topics from a broad menu of training topics including training for service providers working with of domestic violence, sexual assault, child abuse, and elder abuse, and victims of juvenile crimes, Native American crime victims, and victims of crime in rural areas.

At least 60 percent of each award must be used to finance workshop presentations. Up to 20 percent of each award may be used to develop and reproduce conference materials, and up to 20 percent may be used to finance facility costs.

To maximize the benefits of the statewide and regional training conferences, it is recommended that conference planning involve state victim assistance and compensation administrators; victim assistance service providers; representatives from private, nonprofit organizations such as state coalitions on sexual assault, domestic violence, and child abuse; victim assistance coordinators from U.S. Attorneys offices, military bases, and Indian reservations; and national victim organizations.

To ensure that the needs of victims of federal crimes are served through these grants, all selected state and regional applicants will be required to involve their respective federal victim-witness coordinators in the conference planning process.

Specific deliverables and activities that should be part of the applicant's program strategy include: the establishment of a conference planning committee or victim assistance advisory committee; an explanation of how recommendations from past conference assessments will be incorporated into conference planning, as appropriate; a review of literature, products, policies and/or practices that will be addressed in workshops; identification of future training needs that may be utilized by the states and regions to provide training and/or technical assistance on victim issues; and a strategy for assessing the training by conference participants. Deliverable should also include brochures announcing the conference; a tentative time/task plan for conference planning implementation; and identification of training personnel.

Eligibility Requirements: In addition to the requirements mentioned above, eligible applicants, including state agencies, state victim coalitions, or qualified private non profit organizations, must demonstrate the capability to manage a statewide or regional conference. The state or regional applicant also must include with its application a letter of support from the state crime victim compensation and assistance agency.

Funding Preference: Funding preference will be given to applicants from states and/or regions that have not previously participated in this OVC funding initiative. The following states and territories have not previously received funding under this announcement: Alaska, American Samoa, Arkansas, District of Columbia, Guam, Hawaii, Kansas, Louisiana, Maine, Maryland, Minnesota, Missouri, Montana, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Northern Marianas Islands, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, South Dakota, Utah, Virgin Islands, Washington, West Virginia, Wisconsin, and Wyoming.

Application Due Date: July 15, 1996

Contact: Jackie McCann Cleland, 202/616-2145

ACTION PARTNERSHIPS WITH PROFESSIONAL ORGANIZATIONS (Grant)

Award Amount: \$120,000; amounts up to \$15,000 per grant will be awarded depending on the activities pursued by applicant organizations.

Award Period: One year.

Purpose: To encourage the development of partnerships with national professional and membership organizations representing the various professional groups of medical, mental health, legal, criminal/juvenile justice personnel, as well as the clergy and other allied professions.

Background: Since 1993, OVC has supported statewide and regional training and technical assistance efforts by funding high quality trainers and covering conference costs. In 1995, OVC expanded its competitive program of support to include tracks of victim assistance training at national conferences of allied professionals. This year, OVC seeks to establish productive partnerships with national and professional membership organizations to capitalize on their understanding of the information needs of their members, their capacity to broadcast information on victim services issues, and their ability to encourage their members to integrate the information into the daily practice of those who work with crime victims.

Goal: To improve the response to crime victims of professionals who regularly deal with victims by working with their national and membership organizations to provide high quality victim related information and training.

Program Strategy: OVC seeks applications from organizations of medical, mental health, legal, and criminal/juvenile justice personnel, as well as the clergy and other allied professionals, to conduct one or more of the following activities: (1) incorporate tracks of training or a series of workshops on general and/or specific victim-related topics at national conferences; and (2) design a mechanism for dissemination of information to their membership, such as publication of "Special Edition" journals, monographs or descriptions of promising practices, "codes of ethics," membership mailings, teleconferences, videotapes, use of new communication technologies, and other innovative avenues for reaching the range of professionals who assist crime victims. Each applicant must concisely describe all interim and final products under each activity selected and address each product's purpose, audience, and usefulness to the field. This description should include a discussion of how the organizational membership would be expected to use the product.

National Conferences. OVC will accept applications to support tracks of training or intensive, individualized workshops at national conferences sponsored by medical, mental health, legal, law enforcement, judicial, corrections, the clergy, or other national or professional organizations that provide training to their members. The training provided must enable practitioners to provide more responsive services to victims and to understand the impact of crime victimization. Major objectives are to integrate the knowledge of victimization into daily practice so that practitioners understand the rights and needs of victims, as well as concrete ways to support recovery and participation in the justice process. Examples of topics that could be supported include understanding the trauma of crime victimization, assessing the needs of child victims, providing

services to survivors of homicide victims, crisis intervention, spouse abuse, sexual assault, child abuse, elder abuse, hate/bias crimes, victims of juvenile crimes, victims of workplace violence, services for disabled crime victims, addressing the needs of Native American crime victims, and other topics that increase the skills and awareness of practitioners who work with crime victims during the investigative, prosecution, judicial, or post-sentencing phases of their case or in their recovery process.

Applicants must describe their conference planning process in detail, and should anticipate OVC working closely with grantees in the planning phases of the grant. Depending on the nature of the conference, the products could include:

- List of nominees for conference planning committee
- A conference plan with agenda for workshop(s) and/or training track
- Training objectives and expected outcomes
- Curricula, participant training manuals, videos, or any other training material or information produced as a result of the grant
- Evaluation plan and instrument(s)

Dissemination of Information. In this activity, OVC seeks proposals specifying how applicant organizations will disseminate victim related information, practices, protocols, etc., in ways that encourage their understanding and use by broad segments of the membership. OVC encourages development of new and innovative strategies that recognize and respond to the varied information needs of different target audiences. The information important to service providers at the local level, for example, is different from that sought by policy makers and administrators at the state level. The applicant should provide a clear, concise statement of the nature, goals, and objectives of the proposed dissemination strategy, including a discussion of the project's intent and rationale in relation to the proposed audience(s), as well as its anticipated benefits, including estimates of the number of individuals to be reached and expected outcomes. Products may include:

- Journals, journal articles, and newsletters
- Descriptions of promising practices and dissemination plan
- Records of teleconferencing, electronic discussion groups, etc. including content of discussion
- Published professional "code of ethics" related to service for victims of crime
- Victim related policies and/or procedures for the profession

There is an increasing recognition that no single professional group, grassroots organization, or government agency can independently solve the complex problems of crime, violence, and the resulting victimization. For this reason, OVC particularly encourages joint proposals from two or more organizations that will result not only in information dissemination, but also in increased coordination/interaction between the membership of the two groups and ultimately improved services for crime victims. Joint proposals must include a statement of cooperation signed by all applicants and must specify the tasks and responsibilities of each applicant.

Eligibility Requirements: Applications will be accepted from national professional and membership organizations representing the various professional groups of

medical, mental health, legal, criminal justice personnel, as well as the clergy and other allied professions.

Application Due Date: September 1, 1996

Contact Person: Donna Ray, 202/616-3572

RESOURCE MATERIALS FOR VICTIM ORGANIZATIONS (Grant)

Award Amount: \$125,000 in FY96, with the possibility of a continuation grant in FY97.

Award Period: One year, with a possible one year continuation grant.

Purpose: To develop a resource kit for use in providing training and technical assistance that strengthens community-based statewide and national victim assistance organizations, coalitions, and support groups.

Background: Survivors of homicide and other violent crimes often turn to self-help organizations for critical and long term support services, including peer support, criminal justice advocacy, and referrals. Typically, these community-based statewide and national victim organizations, coalitions, and self-help support groups are staffed primarily or even solely by volunteers -- many of whom are survivors. These groups have continual and pressing needs for training and technical assistance on a variety of topics, such as: roles and responsibilities of board members; how to recruit and train members/volunteers; strategic planning; record keeping; and fundraising.

Goal: To build the organizational capacity of victim service agencies.

Program Strategy: This solicitation invites applications for one grantee to develop and print a resource kit for use in providing training and technical assistance that strengthens organizations, agencies, and self-help groups that provide support to crime victims; pilot test the materials; revise; publish; and disseminate the materials to groups nationwide. The resource kit should be designed in such a way that it can be used as a "stand alone, self-help" resource or as a tool in the hands of a consultant providing technical assistance. For example, a segment on "How to Start a Chapter of a National Organization" could be used to begin a local chapter of Parents of Murdered Children (POMC) and chapters on "Successful Fundraising" or "Effective Grant Writing" could be used by an organization's board to focus its fundraising efforts and improve contributions. These issues could be addressed with/without a facilitator. An example of a consultant-facilitated effort would be on-site technical assistance with a board to examine and improve all organizational functions -- recruiting membership, fundraising, board leadership training, etc.

Develop Resource Kit. During this phase of the project the grantee will identify and convene an advisory committee of representatives of the major support groups for survivors of homicide and other violent crimes, including drunk driving. This committee will assist in shaping the contents of the kit. As a minimum, the kit should cover such topics as: advocacy within the criminal and juvenile justice systems; working in the legislative, political, and media arenas; fundraising; management strategies for volunteer organizations; networking; ways to build and sustain organizational structure; techniques for leadership and board development; and outreach to underserved and minority populations. In addition, samples of materials such as constitutions and by-laws, job descriptions, financial reports, etc. should be included. Each topic addressed in the resource kit will be formatted for use as a separate and independent section with accompanying overheads, handouts, sample forms, applicable laws, etc. Products from this phase include:

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- A listing of proposed advisory committee members
 - Draft version of resource kit

Pilot Testing and Refining of Materials. The purpose of this phase of the project is to pilot test and modify the materials as necessary. The grantee will be expected to work with at least two Regional Field Coordinators to select sites and determine dates for pilot tests. As a minimum, participants should be representative of community-based statewide and national victim assistance organizations, coalitions, and support groups. The grantee should provide a proposal for evaluating the effectiveness of the material and refine the resource kit based on feedback from the participants. The final product should be formatted with each topic as a stand-alone unit with accompanying supplemental materials such as overheads, appropriate handouts to support any presentation of the material, group exercises, and case studies, as applicable. The resource kit should not be bound as a single document. One suggestion is that the materials produced might be packaged in an expandable envelope that would permit easy storage and retrieval of the entire kit or of individual sections. Products include:

- Proposed plan for pilot test, including participants, agenda, and evaluation methodology
- Final version of resource kit (1,500 copies).

Training and Technical Assistance. After a competitive application process, the grantee will select five agencies to receive training and technical assistance using the resource kit. The grantee will work through the Regional Field Coordinators to select appropriate sites for training.

Dissemination of Materials. The grantee will disseminate information about the training and technical assistance resource kit and training events. The dissemination process should include articles and announcements in relevant professional magazines and newsletters, and workshop presentations at professional conference.

Second Year Activities. Contingent upon the success of the project's first year activities, the grantee will be funded to provide further training and technical assistance using the resource kit at sites identified through OVC's Training and Technical Assistance Center initiative. The grantee will be invited to identify sites and submit an application for incorporating new, relevant information into the kit.

Eligibility Requirements: In addition to having a thorough understanding of victim issues and service, applicants must demonstrate knowledge of issues relating to establishing and managing volunteer organizations. Applicants must have extensive prior experience in developing and delivering training and technical assistance products.

Application Due Date: July 15, 1996

Contact Person: Donna Ray, 202/616-3572

OVC “HELP” SERIES (Grant)

Award Amount: \$30,000 in FY97.

Award Period: Eighteen months.

Purpose: To produce a series of brochures that contain basic, vital information for crime victims, service providers, and the general public on a broad range of crime-related topics.

Background: During day-to-day operations, OVC responds to a myriad of requests for assistance and information on a variety of crime victimization issues. It is imperative that all responses contain the best known information in a succinct format. Victims need to be informed of their rights and available services, practitioners need to understand the dynamics and effects of crime victimization, and the general public needs to know about the impact of crime and resources for addressing it. A brochure which clearly and concisely addresses a particular topic and identifies a national resource for obtaining additional information can lead the way to immediate assistance. The series of brochures will also be a valuable asset at conferences, symposia, and other training events.

Goal: To make basic crime victimization information readily available to victims, practitioners, and the general public.

Program Strategy: This solicitation invites applications for one grantee to develop a series of brochures that address topics of interest to crime victims and contain national resources and 800 numbers. Each brochure will focus on one issue and will be used as a guide to available resources and to understand common reactions. Brochures will be developed for survivors of homicide and for victims of sexual assault, domestic violence, stalking, drunk driving, robbery, assault, and child abuse, with two versions specially tailored for children ages 6-11 and 12-16.

Resource Collection. During this phase of the project, the grantee will identify the best resources and most current information available on survivors of homicide and for victims of sexual assault, domestic violence, stalking, drunk driving, robbery, assault, and child abuse. The resources and information will serve as the basis for the brochures that will be developed in the next phase. Products for this phase include:

- A description of the design for collecting resource information
- A topic-specific compilation of resources and information

Development of Brochure. During this phase the grantee will develop and format the brochure. The format should be easy to read, culturally sensitive, and sized for inclusion in letter responses to victims' requests for information. All brochures will be subject to OVC review and approval before final publication. The product for this phase is a series of camera-ready brochures.

Eligibility Requirements: In addition to having a thorough understanding of victim issues and services, applicants must demonstrate prior experience in developing

general public awareness or marketing materials such as brochures, pamphlets, leaflets, etc.

Application Due Date: July 15, 1996

Contact Person: Timothy Johnson, 202/514-6444

REGIONAL TECHNICAL ASSISTANCE MEETINGS FOR STATE VOCA ADMINISTRATORS (Grant)

Award Amount: \$5,000 to \$10,000 will be available per conference, not to exceed a total of \$25,000 for FY97.

Award Period: Eighteen months.

Purpose: To encourage and support regional training and technical assistance meetings for state VOCA compensation and assistance administrators.

Background: Many factors affect the delivery of quality services to crime victims. Often these factors reflect regional influences. OVC is committed to supporting states that wish to hold regional conferences to address mutual state concerns and needs. OVC will support regional meetings of state compensation and assistance administrators by inviting proposals from state administrators to plan, coordinate, and implement a regional conference for VOCA compensation and assistance administrators.

Goal: To increase coordination and information sharing within regions for the purpose of enhancing VOCA formula grant programs and services to crime victims.

Program Strategy: This solicitation invites applications from state administrators of VOCA compensation and assistance grants to hold regional technical assistance conferences. The conferences will be held during the 1996 and 1997 calendar years. Federal funds will be used to support coordination, materials, meeting space, consultants, and other costs associated with the planning, delivering and assessing each of each conference. Specific tasks include:

1. Surveying compensation and/or assistance state VOCA administrators within the region to identify technical assistance needs;
2. Developing a plan for delivering a one or two day training and technical assistance conference based on the results of the survey;
3. Creating a curriculum with an agenda, lesson plans, and training materials and resources;
4. Identifying and retaining trainers and technical experts for all programmatic and financial sessions;
5. Developing an assessment instrument and assess the conference;
6. Convening the conference, which may focus exclusively on victim assistance, victim compensation, or a combination of the two; and
7. Preparing a conference report that contains the assessment findings and recommendations for future conferences.

Eligibility Requirements: Applications will be accepted from state VOCA administrators. Applicants must demonstrate experience in managing and developing training conferences and the organizational capability to conduct the conference.

Application Due Date: July 15, 1996.

Contact: The OVC program specialist assigned to monitor the state's VOCA formula grant.

NATIVE AMERICAN TOPIC-SPECIFIC MONOGRAPHS (Grant)

Award Amount: \$75,000 in FY96, with the possibility of a continuation grant for the same amount in FY97.

Award Period: One year, with a possible continuation for a second year.

Purpose: To develop a series of topic specific articles on issues relevant to child abuse and neglect, family violence, and child victimization in Indian Country.

Background: Since 1990, OVC has funded several child abuse and victim assistance programs in Indian Country, including grants, skills-building workshops, seminars, and regional and national scope training conferences. Although these programs have generated a number of useful products; succinct, practical, hands-on information is not yet available to the public. This grant is designed to develop several articles to be disseminated to service providers, tribal executives, courts, schools, community leaders, and other professionals in Indian Country.

Goal: To improve the response of victim assistance service providers and other allied professionals to victims of child abuse, neglect, family violence, and victimization due to violent crimes.

Program Strategy: The recipient will be required to develop a minimum of 15 written documents in the form of pamphlets, brochures, fact sheets, bulletins, articles, monographs, and/or executive summaries on issues relevant to child abuse, neglect, family violence and victims assistance issues in Indian country. The written documents must be submitted on disk in the WordPerfect format to OVC for review and approval. Topics will include but are not limited to jurisdictional issues, child interviewing techniques, child abuse reporting procedures, the differences and similarities of child protection and multidisciplinary teams, cultural sensitivity issues in child abuse cases, medical and health issues in child abuse cases, tribal and federal coordination, coordination of disciplines in child abuse cases, and children's advocacy centers in Indian Country.

A second year of funding may be available to compile products that were developed under previously funded Children's Justice Act grants such as tribal protocols, tribal codes, training curricula, formal working agreements, and interagency agreements.

Eligibility Requirements: In addition to having a thorough understanding of victim assistance issues and services in Indian country, applicants must have extensive prior experience in developing and publishing appropriate literature on child abuse and neglect. The recipient must demonstrate the ability to disseminate published materials to the public, particularly Native Americans. The recipient must also demonstrate an awareness and working knowledge of the historical events that may impact delivery of services to Indian Country.

Application Due Date: July 15, 1996

Contact Person: Cathy Sanders, 202/616-3578



Section II: Application Kit

Application Checklist

Use this checklist to ensure that your application is complete. Failure to include any of the following items may result in disqualification. All forms, assurances, and lists of contacts are provided in the pages that follow.

- ☐ Complete and sign the Standard Form (SF) 424, Application for Federal Assistance.
- ☐ See item 10 on the SF 424. The catalog of Federal Domestic Assistance number is 16.582 for the Victims of Crime Discretionary Grant Program and 16.583 for the Children's Justice Act Discretionary Grant Program for Native American Indian Tribes.
- ☐ Complete the Budget Detail Work Sheet.
- ☐ Sign the Assurances.
- ☐ Include the Letter to the Director, Office for Victims of Crime certifying that the federal funds will supplement, not supplant, applicant resources.
- ☐ Attach the Single Audit Act Information and the Civil Rights Information sheets.
- ☐ Complete and sign the Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements.
- ☐ Include the program abstract.
- ☐ Check to see that the program narrative addresses the items requested in "Instructions for Application Narrative."
- ☐ Print the application on 8 ½ inch x 11 inch paper on one side of the paper.
- ☐ Limit the program narrative section to 35 double-spaced pages.
- ☐ Include position descriptions, staff qualifications, and individual resumes as appendices or attachments to the program narrative.
- ☐ Submit the completed grant application with original signatures and **two additional** copies. Please do not bind or coil bind the applications.
- ☐ Submit all applications by their deadline dates.
- ☐ Mail or hand-deliver the application package to:

Office for Victims of Crime Mailroom
633 Indiana Avenue, NW.
Room 303
Washington, DC 20531-0001

Instructions for Application Narrative

Program Abstract

An abstract that highlights the purposes, goals, methods and anticipated benefits of the proposed project must be included. It should not exceed one double-spaced page.

Program Narrative

Each application must contain a program narrative that justifies and describes the program to be implemented. **The program narrative may not exceed 35 double-spaced pages on 8½ by 11 inch paper. Single-spaced or one and one-half spaced narratives will not be accepted. Margins must not be less than 1 inch, and the font must be no smaller than 12 point type. Applicants that fail to adhere to these requirements will be *automatically disqualified* from competition. The 35 page limit does not include the forms, the abstract, or essential appendices.** The position descriptions and qualifications, as well as individual resumes, may be submitted as appendices to the application. Numerous and lengthy appendices and attachments that are not directly related to the project are strongly discouraged. OVC is unable to copy videotapes or lengthy publications that are sent as examples of the grant applicant's work. Consequently, peer reviewers will not receive these attachments as part of the review process.

The program narrative must include:

1. **Organizational Capability**

Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and accomplish the tasks of the program for which they are applying. A specific description of the applicant's management structure, previous experience with similar or related efforts, and a description of the professional staff members' unique qualifications should be included.

2. **Program Goals and Objectives**

A brief statement of the goals and objectives of the program should be included. The project goal is a broad statement of the end toward which the program is directed. Goals should address the issue or problem that is identified in the background section; for example, to increase and enhance services provided by prosecutors to crime victims. The project objectives are more specific statements about how the goals will be achieved. The benefits to the field and the usefulness of the project should be clearly and succinctly described.

3. **Program Strategy and Implementation Plan.**

The program strategy must include sufficient detail so that the reader can understand what will be accomplished, how it will be accomplished, and who will accomplish it. The applicant must describe:

- The project's intended services or products, such as training and technical assistance, training curricula, promising practices compendia, symposia; or videotapes;
- The strategies, approaches, and tasks for developing the services and products;
- How and to whom the products or services will be disseminated;
- How the project will be coordinated with other criminal and juvenile justice systems, victim services, and other organizations, as well as joint or cooperative efforts;
- Any unusual features of the project, such as design or technological innovations, reductions in cost or time, or extraordinary community, volunteer, or private sector involvement;
- Procedures for testing the product, or providing on-going or periodic feedback about the utility of the service or product to the field.

All proposed tasks should be set forth so that a reviewer can see a logical progression of tasks and relate those tasks directly to the accomplishment of the project goal(s). Projected activities should be realistic in light of the project's time, staff, and funding resources. A clear picture of the contents or components of the product or training is important, as is a detailed description of how the product will be packaged and disseminated to user groups. In the past, reviewers have given higher scores to applications that describe how they will introduce the products to the field and encourage their use. Detailed procedures for pilot testing and refining the products have also resulted in higher scores.

The program narrative must match the figures included in the budget section so it is clear that the grantee has the resources to execute the tasks described in the grant. All staff positions and project costs must relate directly to the tasks described.

4. **Program Management and Staffing Plan**

Applicants should describe how the program will be managed. The plan must include an organizational chart depicting the roles and describing the responsibilities of key organizational and functional components and a list of key personnel responsible for managing and implementing the major stages of the project.

The proposed project director must have the substantive expertise and experience to perform crucial leadership functions and must have sufficient time allocated to the project to provide the needed guidance and supervision. Applicants must present detailed position descriptions, qualifications, and selection criteria for each position. These items and individual resumes may be submitted as appendices to the application.

5. **Time-Task Plan**

Applicants must develop a time-task plan for the duration of the project period, clearly identifying major activities and products. This must include designation of organizational responsibility and a schedule for the completion of the activities and the submission of finished products. Applicants should also indicate the anticipated cost schedule per month for the entire project period. In preparing the time-task plan, Gantt chart, or schedule, applicants should make certain that all project activities, including publication or reproduction of project products and their initial dissemination, will occur within the proposed project period. The plan must also provide for the submission of written progress reports on a semi-annual basis.

6. **Program Budget.**

See the Budget Detail Worksheet in the forms section of the application kit. Information regarding the budget will be entered on this form. Applicants must justify and show how the costs of individual items such as staff, travel, etc. were computed. Applications containing contracts must include detailed budgets for each organization's expenses. Applicants should plan to attend an OVC discretionary grantee meeting and budget this at an annual cost of \$1,000. Funds cannot be used to cover construction costs.

7. **Assessment.**

Each application must provide a plan for assessing the project's effectiveness. The assessment should address items such as the units of service provided, number of individuals trained, number of agencies provided technical assistance, number/type of products disseminated, user satisfaction, cost-effectiveness of the program, and the benefit to the field. Information about how well it worked, unanticipated benefits that resulted, and the replicability of the program are elements that can be included in the plan for assessing the program. For technical assistance projects, applicants should develop a mechanism for gathering feedback from both the users and providers of the technical assistance. Assessment information must be submitted as part of the final report that is due within 120 days of project completion.

Procedures for Selection

Applications will be reviewed internally for completeness and basic responsiveness to the individual solicitation. They will then be evaluated by peer review panels of experts who will use the weighted evaluation criteria below as the basis for individually scoring each component of an application. Then, as a group, they will generate an average

score and rank for each application, and on this basis make a recommendation for funding to the OVC Director. For applicants who have received prior federal grant awards, previous performance will be considered in the selection process. The OVC Director has the ultimate authority to select an application for funding and may depart from the peer review panel's recommendations.

Applications for each program described in Section I, except where other point values or categories have been specifically identified, will be evaluated and rated by the peer review panels based on the extent to which they meet the selection criteria listed below.

Selection Criteria

1. **Organizational Capability** (30 points): Points will be awarded based on the applicant's statement of the organization's capability to successfully undertake this federally funded project. The application must demonstrate that the organization has the expertise, staff, and prior experience to be successful in accomplishing the project grant. This will consist of two parts: (1) a specific description of the applicant's management structure, previous experience with similar or related efforts, and financial capability (15 points); and (2) a project management plan and documentation of the professional staff members unique qualifications to perform their assigned tasks (15 points).

Some of the program announcements in **Section I** of this kit list additional eligibility requirements specific to the goals of the particular program. For example, the ***Juvenile Court Response to Victims of Juvenile Offenders*** requires that the applicant have a thorough understanding of victim issues and services and the juvenile court system as well as extensive prior experience in providing judicial education and training. Applicants must clearly establish that their experience and resources will enable them to achieve the goals and objectives of the grant for which they are applying.

2. **Project Strategy/Design** (30 points): This is an evaluation of how well the project design supports the purpose and goals of the grant. This includes a descri

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3. **Implementation Plan** (15 points): This plan will be judged on the realistic identification of tasks in relationship to the project period, and the assignment of specific staff to the tasks included in the time-task line. It must be clear that there is sufficient staff and time to accomplish the tasks proposed in the grant in a cost-effective manner. This criterion measures how well the program will be managed.
4. **Budget** (15 points): Points will be awarded based on the enumeration and accom
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to be evaluated for clarity, reasonableness, allowances, and cost effectiveness. How budget items are computed and why they are vital to the project must be clearly explained.

5. **A Plan to Assess the Project's Accomplishments** (10 points): This assigns points based on the grant applicant's plan for assessing the impact of the project in accomplishing its goal(s).

Administrative and Financial Requirements

Discretionary grant funds are governed by the provisions of the Office of Management and Budget (OMB) circulars A-110, A-122 and 128. Additional information and guidance are contained in the Office of Justice Programs' *Financial Guide*. This Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies of the Guide are available from the Department of Justice Response Center, 1-800- 421-6770.

Grant Funds Must Supplement and Not Supplant

A written certification, in the form of a letter addressed to the Director, Office for Victims of Crime must be included in the application kit. This letter must certify that federal funds will be used to supplement existing funds for program activities and not replace those funds which have been awarded or appropriated for the same purpose. If the funds will support a new activity that has received no prior federal funds, this should be stated. Potential supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the applicant or grantee will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

Audit Requirement

State and local governments are governed by the Single Audit Act of 1984 and OMB Circular A-128, "Audits of State and Local Governments." Non profit organizations, hospitals and institutions of higher education are governed by OMB Circular A-133, "Audits of Institutions of Higher Education and Other Non profit Institutions." The type of audit required under these circulars is dependent upon the amount of federal funds that can be audited during the recipients fiscal year. For example:

- If the organization receives \$100,000 or more per year in federal funds, the organization shall have an organization-wide financial and compliance audit.
- If the organization receives between \$25,000 and \$100,000 a year in federal funds, the organization may elect to have an organization-wide audit or program audit.
- If the organization receives less than \$25,000 a year in federal funds, the organization shall be exempt from the audit requirement.

Applicants are required to provide the period of the organization's fiscal year and the name of the organization's cognizant federal agency in block 11 of the SF 424. The cognizant federal agency is generally determined based on the source of most of the federal dollars received by the applicant.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should read and sign the certification form included in this application kit. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-Wide Debarment and Suspension (Non-procurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)." The certification

will be treated as a material representation of the fact upon which reliance will be placed by the U.S. Department of Justice in awarding grants.

Civil Rights

All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. All applicants should consult the assurances to understand the applicable legal and administrative requirements.

If any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the OJP Office of Civil Rights.

If the applicant is applying for a grant of \$500,000 or more, U.S. Department of Justice regulations (28 CFR 42.301 *et seq.*) require an Equal Employment Opportunity Plan. It should be included with the application submission if it is not already on file.

Program Monitoring

Award recipients and Project Directors assume certain responsibilities as part of their participation in government-sponsored grant programs. OVC's monitoring activities are intended to help grantees meet these responsibilities. They are based on good communication and open dialogue, with collegiality and mutual respect. Some of the elements of this dialogue are:

- Communication with OVC in the early stages of the grant, as the project design is developed and operationalized.
- Timely communication with OVC regarding any developments that might affect the project's compliance with the schedules, activities, and products set forth in the proposal.
- Communication with other OVC grantees conducting related training and technical assistance or demonstration projects. An OVC meeting with discretionary grantees should be anticipated and should be budgeted for by applicants at a cost of \$1,000 for each year of the grant.
- Providing OVC on request with brief descriptions of the project and its activities at such time as the information may be needed to meet OVC's reporting requirements to Congress. OVC will give as much advance notification of these requests as possible, but will expect a timely response from grantees when requests are made. OVC is prepared to receive such communication through electronic media.

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- Providing OVC with information about presentations made at conferences, meetings, and elsewhere based on the work of the project.
 - Providing OVC with prepublication copies of articles based on the project appearing in professional journals or the media, either during the life of the grant or after.
 - Making presentations to OVC staff on the activities of the project.

Reporting Requirements

Progress Reports: OVC Program Managers should be kept up-to-date on project activities. Written progress reports should inform the Program Manager of tasks that have been completed and whether significant delays or departures from the original work plan are expected. Recipients are required to submit an initial quarterly and subsequent semi-annual progress reports. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the approved award documents and/or subsequently approved project time line. Progress reports are due for the first full quarter the grant is active and then every six months after that for the remainder of the award period. Progress reports are due on the 30th day following the end of that reporting period.

For example, if the grant award date is October 1, the first report would cover the period from October through December and would be due January 30. The next report would cover the period of January through June and would be due July 30. If the date on the award is November 1, the first report would cover the period of November through March (January through March being the first full quarter the award is active) and would be due April 30. The next report would cover the period of April through September and would be due October 30. A report is due every six months.

A final report, which provides a summary of progress toward achieving the goals and objectives of the grant, major project activities, significant results, and any products developed under the grant, is due 120 days after the end date of the grant. Report forms will be provided to the recipient by the Office of Justice Programs.

Financial Status Reports: Financial status reports (SF 269A) are due quarterly on the 45th day following the end of each calendar quarter. A report must be submitted every full quarter the award is active. The final report is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package.

Fund draw-downs and future awards may be withheld if progress and financial status reports are delinquent.

Timeliness

Grantees are expected to complete award products within the time frames that have been agreed upon by OVC and the grantee. OVC recognizes that there are legitimate reasons for project extensions. However, OVC does not consider the assumption of additional projects that impinge upon previous time commitments as legitimate reasons for delay. Projects with unreasonable delays can be terminated administratively. In this situation, any funds remaining are withdrawn from the grantee. Future applications from either the Project Director or the recipient institution are subject to strict scrutiny and may be denied support based on past failure to meet minimum standards.

Publications

In cases where grantees disseminate their findings through a variety of media, such as professional journals, books, and conferences, copies of such publications should be sent to the Program Manager as they become available, even if they appear well after a project's expiration. OVC imposes no restriction on such publications other than the following acknowledgment and disclaimer:

This project publication was supported by grant number _____ from the Office for Victims of Crime. Points of view are those of the author(s) and do not necessarily represent the position of the U.S. Department of Justice.

Suspension or Termination of Funding

The Office of Justice Programs may suspend, in whole or in part, terminate funding for, or impose another sanction on a grantee for the following reasons:

- Failure to make satisfactory progress toward the goals or strategies set forth in a cooperative agreement or grant application;
- Failure to adhere to grant agreement requirements, standard conditions, or special conditions;
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding;
- Failure to submit reports; or
- Filing a false certification in the application or other report or document.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the grantee of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow those in Department of Justice regulations in 28 CFR part 18.

Instructions for Completion of the Application for Federal Assistance (SF 424)

The Application for Federal Assistance is a standard form used by most federal agencies for application for federal assistance. It contains 18 different items, all of which are to be completed in order for your application to be reviewed. The Office for Victims of Crime cannot accept the application without a completed and signed SF 424.

- Item 1 Type of Submission:** OVC discretionary grant funds cannot be used for construction or building purposes. Check the “Non-Construction” box in the application section.
- Item 2 Date Submitted:** Indicate the date you sent the application to OVC. The “Application Identifier” is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
- Item 3 Date Received by State:** Leave blank. OVC applicants are exempted from the requirement to submit applications to a State Single Point of Contact.
- Item 4 Date Received by Federal Agency:** This item will be completed by OJP.
- Item 5 Applicant Information:** The “Legal Name” is the unit of government or the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus, the city or township should be entered into the Legal Name box and the name of the law enforcement or other agency should be entered into the Organizational Unit box. One person should be designated as the contact for the proposed project, and that person’s telephone number should also be included. It is not unusual for the name of the contact person to differ from the authorized representative of your agency in item 18 below.
- Item 6 Employer Identification Number:** Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency’s accountant or comptroller.
- Item 7 Type of Applicant:** Enter the appropriate letter in the space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering “consortium.”
- Item 8 Type of Application:** Check “new”.

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- Item 9** **Name of Federal Agency:** Type in “Office for Victims of Crime.”
- Item 10** **Catalog of Federal Domestic Assistance Number:** For OVC discretionary grants, the number is 16.582, and the title is Crime Victim Assistance/Discretionary Grants. The number for the Children’s Justice Act Discretionary Grant Program for Native Americans is 16.583.
- Item 11** **Descriptive Title of Applicant’s Project:** Type in: (1) the title of the program as it appears in the solicitation or announcement, and (2) the name of your cognizant federal agency. The cognizant federal agency is generally the federal agency from which the applicant agency receives the most federal dollars.
- Item 12** **Areas Affected by Project:** Identify the geographic area(s) encompassed by the project. Indicate “Statewide” or “National,” if applicable.
- Item 13** **Proposed Project Dates:** Fill in the begin and end dates of the project. These dates may be adjusted by the OVC when the award is made.
- Item 14** **Congressional Districts:** Fill in the number of the congressional district in which the project will be located as well as the congressional district(s) the project will serve. Indicate “Statewide” or “National,” if applicable.
- Item 15** **Estimated Funding:** On line “a”, type in the amount of federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines “b through f”, as appropriate.
- Item 16** **State Executive Order 12372:** OVC applicants are exempted from the requirement to submit applications to a State Single Point of Contact.
- Item 17** **Delinquent Federal Debt:** This question applies to the applicant organization. Categories of debt include delinquent audit disallowances, loans, and taxes.
- Item 18** **Authorized Representative:** Type the name of the person legally authorized to enter into contracts on behalf of your agency. The signature on the original application must be signed in blue ink and/or stamped as “original” to help distinguish the original from the photocopies.

APPENDIX A. Forms

Budget Detail Worksheet Form

Sample Budget Detail Worksheet Form

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Section III: Concept Papers for 1997

Concept Papers for FY97 (\$600,000)

OVC is soliciting concept papers for innovative demonstration, training, and technical assistance programs for funding consideration in FY97. OVC will reserve at least \$600,000 in FY97 to support seven to twelve projects that range from \$50,000 to \$100,000 each. Organizations with the highest scoring concept papers will be invited to submit an application for funding in FY97. The purpose of this effort is to identify innovative ideas falling within OVC's statutory authority² to improve the response to the nation's crime victims through the provision of training and technical assistance. OVC is seeking input from the victim assistance field for new ways of meeting the needs of crime victims that may be widely applied.

Concept papers may focus on the needs of a specific group of crime victims, such as victims of workplace violence, improving the quality of services, or on a new concept or design for providing services. Topics that surfaced during the year through concept papers and in meetings with constituent groups include victim notification systems; community crisis response; training programs for prosecutors, law enforcement officers, victim service providers, mental health practitioners, the clergy, or others who play a critical role in responding to victims of crime; train the trainer programs; victim assistance programs tailored to meet the unique needs of campus, white collar crime, and bank robbery victims; and assistance practices that are responsive to "hidden" or underserved victim populations.

Improvements of the judicial response and court-related services for crime victims are of particular interest to OVC. OVC recognizes the central role courts play in ensuring the delivery of justice, enhancing victims' perceptions that justice has been done, and improving their sense of safety and redress. In recent years, court personnel -- judges, court administrators, and clerks of court -- have developed a number of innovative strategies for assisting the victims of crime in both adjudicative and administrative aspects of criminal, civil, tribal, and juvenile courts. OVC seeks concept papers from courts, court-related organizations, and other agencies with relevant expertise to support activities that enhance or demonstrate innovations in courts' responses to and activities with victims of crime, and that can be replicated in other jurisdictions. Such court activities can involve, but are not limited to:

1. The development and delivery of education and training or curriculum development for court personnel, victim advocates, and victims, with particular emphasis on increasing coordination with the prosecutor and other components of the criminal and juvenile justice system;
2. Activities to improve victims' access to justice, including the access of those proceeding *pro se* in related civil/domestic relations matters;

²OVC has limited statutory authority under the Victims of Crime Act (VOCA), as amended [42 U.S.C. 10601]. Section 1404 of VOCA authorizes OVC to use Crime Victim Funds only to support national scope training and technical assistance for eligible victim services or organizations, demonstration programs to improve services to crime victims, and direct services to federal crime victims, but not for crime prevention or research.

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3. Diagnostic services and referrals to appropriate community services;
 4. Programs to increase the safety of victims and witnesses in cases of stalking, threats, and intimidation and to reduce their exposure to the offender and the offender's supporters throughout the trial period; and
 5. Programs that ensure victims are kept informed of, prepared for, and have the opportunity to be heard at the various stages of the court process.

Other issues of particular interest that proposed projects might address are: the impact of the media in high profile cases; gaining acceptance and understanding of the role of victim advocates in the judicial system; and procedures that limit the trauma of testimony by making accommodations to specific needs of certain types of victims, such as children or the disabled.

The examples above are given to communicate the kinds of activities that can be funded, but not to limit innovative ideas and approaches. Therefore, the examples should not be construed as the only areas of interest or topics that will be funded.

Format and Content

Concept papers should include a cover sheet, a narrative, and a preliminary budget.

1. **Cover Sheet:** The cover sheet must include a **title** describing the proposed project; the **name and address** of the applicant organization submitting the paper; and the name, title, and telephone number of a **contact person** who can provide further information about the paper.
2. **Program Narrative:** The narrative should be no longer than 15 double-spaced pages in 12 point type on 8 ½ by 11 inch paper. The narrative should describe:
 - a. Why the project is needed, or the problems that the proposed project will address; why existing materials, programs, training services or other resources do not address those problems; and how it will improve the response to crime victims.
 - b. What will be done if a grant is awarded? Include a summary description of the proposed project and the project design, including the length of the project period. A detailed task schedule should be included.
 - c. How will the effects and quality of the project be measured? Applicants should include a summary description of how the project will be evaluated.
 - d. How will others find out about the project and be able to use the materials or services generated?

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- e. Describe how your agency's prior experience and organizational resources will support the accomplishment of the project envisioned in the concept paper.
 3. **Budget**. A preliminary budget must be attached to the narrative that includes the estimates of proposed project costs.

Selection Criteria

All concept papers will be evaluated on the basis of the following criteria:

1. The demonstrated need for the project (15);
2. The soundness and innovativeness of the approach described (25);
3. The reasonableness of the proposed budget (15);
4. The degree to which the materials, training, technology, or other results of the project can be used by other programs and communities. The ability to create and disseminate products that effectively transfer the information and ideas developed is of primary importance (25);
5. Organizational capability (20).

Review Process

A review committee composed of OVC and OJP staff experienced in victim issues will use rating sheets to score those concept papers which fall within the scope of OVC's funding authority and merit serious consideration by the Director. Any paper scoring less than 60 points will not be forwarded to the Director.

Submission Requirements

An original and three copies of all concept papers submitted for consideration in FY 1997. Concept papers must be mailed to :

Office for Victims of Crime
633 Indiana Avenue NW
Washington, DC 20531-0001

Concept Paper Due Date

The papers are due October 1, 1996 or February 1, 1997 for two cycles of review and funding.